



**JOB TITLE: Director of Citywide Sales – Corporate (Texas + West Coast market, based in San Antonio metro or remotely within defined territory)**

**SALARY RANGE: Commensurate with Experience**

**OPENING DATE: February 20, 2023**

**CLOSING DATE: Until position is filled**

**WORK HOURS: 8:30 AM – 5:30 PM some evenings/weekends, and up to 40% travel (25% average)**

**JOB SUMMARY:**

Under the direction of the Vice President of Corporate & Intermediary Sales, this proactive and consultative sales role is responsible for promoting San Antonio as a convention and meeting destination for large scale corporate citywide events (1,000 + rooms on peak) hosted by corporations headquartered within Texas and the west coast; securing definite commitments from intermediary planners, corporations, etc., to utilize hotel rooms and meeting facilities. May exercise functional supervision and development training over assigned support staff.

**ESSENTIAL JOB FUNCTIONS:**

- Identifies and maintains files on organizations or groups with convention potential, of which the majority are national or regional corporations.
- Plans, develops, and supervises the promotion of city-wide conventions.
- Assists with determining and developing account management strategies for the geographical territories.
- Prepares and gives virtual and in-person presentations which illustrate the desirability of San Antonio as a convention and meetings destination.
- Meets with organization executive planners/decision makers to coordinate site inspections for various client/customer groups including room accommodations, amenities, agendas, and communications to hotel partners.
- Staffs exhibit booths at industry and intermediary shows, assigned.
- Establishes and maintains contact with representatives of local, regional, and national Corporations with convention possibilities.
- Plans and executes a pro-active sales effort.
- Develops budget and communication plans for major group events that are held within assigned geographical areas.
- Serves as liaison for key industry groups.
- Partners with Texas/West Coast team counterparts on strategic account plans and tactical execution to increase lead demand.
- Conducts group site inspections with hotels, venues and restaurants.
- Responds to customer RFP's and prepares compelling proposals on a timely basis.
- Tracks leads with hotel partners through final selection process.
- Prepares group leads for complex events that include the Convention Center and hotel partners.
- Reserves space at Convention Center to accommodate major group functions.
- Performs related duties and fulfills responsibilities as required to include creating plans and actions to achieve designated goals.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university.
- Valid Class 'C' Driver's License, or equivalent United States Driver's License.
- Two (2) years sales experience (excluding retail sales) in Convention and Visitors industry to include group coordination or hotel reservation.

**PREFERRED QUALIFICATIONS:**

- Six (6) to (10) years of work experience in the hospitality industry, preferably in a full-service hotel and/or a Convention & Visitors Bureau (Destination Marketing Organization).
- General knowledge of San Antonio.
- Strong written and verbal communication skills.
- Proven expertise of successful negotiation techniques and strategies.

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**PHYSICAL REQUIREMENTS:**

Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment with some traveling and use of personal Smartphone required. Ability to travel by air or ground transportation as required, up to 30% of the time.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of computerized databases.
- Knowledge of the hotel industry policies, procedures, and strategies.
- Knowledge of convention sales and marketing procedures, methods, and techniques.
- Knowledge of city hotels, meeting facilities, and other event venues.
- Knowledge of laws and guidelines applicable to the convention and/or leisure sales industry.
- Knowledge of procedures, techniques and methods used to produce trade shows, meetings and social functions.

- Knowledge of effective telemarketing techniques and procedures.
- Skill in utilizing a personal computer and associated software programs.
- Ability to plan and host domestic and international sales calls and social and business functions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to develop clear and concise written reports and proposals.
- Ability to conduct effective presentations before large and small groups, including C-suite executives.
- Ability to establish and maintain effective working relationships with employees, co-workers, management and the public.
- Strong operating knowledge and financial understanding of how Convention Facilities operate.
- Strong working knowledge of how to utilize industry partners in representing San Antonio, e.g., hotels, destination management companies, and exhibit companies.
- Strong leadership ability in guest/customer hospitality.
- Exemplifies customer service.

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**To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com).**

Job post: [Here](#)