



**JOB TITLE: National Sales Manager – Washington DC Area**

**SALARY RANGE: Commensurate with experience**

**OPENING DATE: May 1, 2023**

**CLOSING DATE: UNTIL POSITION IS FILLED**

**WORK HOURS: 8:30 a.m. – 5:30 p.m., some evenings and weekends, and some travel (nationally)** (Minimum forty (40) hours per week with flexible arrangements, mostly telework)

**JOB SUMMARY:**

Under general direction, this full-time remote role exercises independent judgment and initiative in managing high-level sales accounts. Responsibilities include promoting San Antonio as a convention, meeting, and incentive destination for medium sized events (251-999 rooms on peak); securing definite commitment from associations, incentive planners, corporations, etc. to utilize hotel rooms and meeting facilities. May exercise functional supervision and development training over assigned support staff.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for handling major accounts with high priority.
- Identifies and maintains files on organizations or groups with convention potential, of which the majority are national or regional associations and corporations.
- Plans, develops, and supervises the promotion of hotel-only, as well as city-wide conventions.
- Prepares and gives presentations which illustrate the desirability of San Antonio as a convention destination.
- Meets with organization executive planners and conducts site inspections of hotels, meeting facilities, and visitor attractions to familiarize them with San Antonio.
- Staffs exhibit booths at trade and other association market shows.
- Assists with determining and developing account management strategies for the geographical territories.
- Develops budget and communication plans for major group events that are held within assigned geographical areas.
- Serves as liaison for key industry groups.
- May coordinate and supervise the work of other employees.
- Develops sales plan for major geographical markets.
- Plans, manages, and executes a pro-active sales effort.
- Prepares group leads for complex events that include the Convention Center and hotel partners.
- Coordinates complex site inspections with key customers.
- Maintains a communication strategy for high level accounts.
- 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.
- Two (2) years sales experience (excluding retail sales) in Convention and Visitors industry to include group coordination or hotel sales.
- Valid Class 'C' Driver's License, or equivalent United States Driver's License

**PREFERRED QUALIFICATIONS:**

- Three (3) to five (5) years of work experience in the hospitality industry, preferably in a full-service hotel and/or a Convention & Visitors Bureau (Destination Marketing Organization).
- Successful track record of selling to the Washington DC-area market.
- Resides in the Washington DC-area, or in a location with easy access to this area for frequent sales missions, meetings, industry events, etc.
- Proven expertise of successful negotiation techniques and strategies.
- General knowledge of San Antonio

**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.

**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.
- 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

**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.

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