



Notice of Job Opening

Director of Convention Sales

General Description: Visit Corpus Christi is looking for a motivated, dynamic, organized and team-oriented leader to lead our Convention Sales Department.

This position reports directly to the CEO. It is responsible for an annual Group Sales Goal and will be expected to work with community stakeholders to maximize the value proposition for Corpus Christi as a convention, group and meeting destination. It will frequently require laser focus to function effectively under time constraints and established deadlines. This position is responsible for overseeing and coordinating a department of 2 Sales Managers and 3 Support Staff. The Director of Sales will be responsible for maximizing an \$800,000 Department Budget to secure conventions, groups and meetings in our beautiful City.

Job Description (Daily Responsibilities):
1) Lead Convention Sales Team to produce at least 61,000 Annual Room Nights with a Comprehensive Sales Strategy
2) Manage Sales Department Annual Budget
3) Conduct Site Visits, Attend Trade Shows, Prospect and Facilitate Development of New Business Leads
4) Provide Consistent and Accurate Data and Reporting to Ensure CEO, Board and City are Informed of Group Business Trends and Performance
5) Maintain Relationships with Key Community Stakeholders and Industry Leaders to Facilitate City-Wide Convention Business (Convention Center, Hotels, Attractions, Etc)

Compensation & Benefits:

- \$75,000 - \$85,000 + Benefits
- Commensurate with Experience and Qualifications.

Qualifications:

- 5+ years’ experience in convention or hotel sales
- Bachelor’s Degree in Hospitality, Tourism, Business or Related Field

Work Hours:

- Typically 8 AM – 5 PM, M – F
- Regular Travel

Core Competencies:

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work:** Provides consistent reporting on accomplishments. Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.
- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations.
- 6) **Teamwork:** Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.
- 7) **Customer Service Focus:** Understands customer’s needs, expectations, and organization’s requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.

How to Apply

Submit Cover Letter & Resume to Carmen Newton, Office Manager at CNewton@visitcorpuschristitx.org by November 10, 2019.