



Position Title: **National Sales Manager – Business Development**
Department: Sales
FLSA Status: Exempt
Reports to: Vice President, Hotel Sales
Effective Date: October 2019

Choose Chicago is the official sales and marketing organization for our city, promoting Chicago as a global visitor destination to business and leisure travelers.

POSITION SUMMARY

National Sales Manager, is a role suited for a self-starting individual who is ambitious, assertive, organized and passionate about Sales. This role will focus on development of the **Midwest Association Market** outside of Illinois, for meetings larger than 250 rooms on peak night but not so large as to require the use of significant exhibition space at McCormick Place. Additionally, this role is responsible for working in tandem with the Business Development Associate to uncover new business opportunities for Chicago on accounts that are not currently in our CRM and/or accounts with no Sales contact for two or more years. This role will carry a definite room night production goal. We are looking for a pro-active Sales professional who enjoys prospecting and has a proven track record in Sales. Monthly travel is anticipated and the ideal candidate should have previous Sales experience in a hotel or CVB.

This position will be Chicago based.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for booking definite business from Association market in Midwest region for in-house, or multiple self-contained hotel meetings.
- Ideal candidate will possess strong history in selling to the small or mid-size, in-house market.
- Responsible for uncovering new business opportunities for Chicago on accounts that are not currently in our CRM and/or accounts which haven't been called on for two or more years. This can be in any market.
- This individual will work closely with VP of Hotel Sales to develop an annual business/market plan, grow and assist in closing business for our member partners.
- Develop and maintain a high profile at relevant industry events and trade shows. Current involvement within industry associations is a plus, MPI, PCMA, etc.
- Experience working in a collaborative and competitive work environment with a strong team component will be beneficial.
- Ideal candidate will have well- developed presentation skills and need to be capable of clearly articulating Chicago's benefits and points of differentiation from other competing cities.
- Working knowledge of hotel capabilities in the Chicago metropolitan area a plus.
- Comply with established policies and guidelines applying Bureau operations and employee conduct.
- Develop feasible short and long-term plans and strategies for achieving goals and objectives; anticipate critical obstacles and issues.
- Schedule work activities to ensure that deadlines are met and goals are achieved in a timely manner.

- Assist and participate (as needed) in Choose Chicago projects, functions and special events.
- Achieve weekly sales activity targets as established by VP of Hotel Sales.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred or equivalent experience.
- 3-5 years in a Sales role at a hotel, GSO/NSO or CVB.
- Proven knowledge of sales market, communications and negotiation techniques and strategies.
- Proven track record in managing clients from assigned segments.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be technologically proficient.
- Ability to effectively communicate both verbally and in writing with a strong knowledge of spelling, grammar and punctuation.
- Must be able to speak publicly and give presentations to organizations and community groups.
- Ability to represent Choose Chicago in a professional manner while interfacing with internal and external clients; excellent telephone skills.
- Knowledge of the City of Chicago, including hotels, attractions, restaurants, and shopping desirable.
- Possess good organizational and time management skills to handle multiple projects simultaneously.
- Self-starter, ability to travel and work independently and be flexible as necessary given it is a new role.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

- Ability to travel by air or ground transportation as required. **Traveling; anticipate this position will travel 25%-30% of the time.**
- Ability to perform computer work for extended periods of time

TO APPLY:

This position offers a competitive salary and benefits package. Qualified candidates should submit resume and include **salary requirements** to resumes@choosechicago.com.

Choose Chicago

Human Resources Department
301 E. Cermak Road
Chicago, Illinois 60616

EMAIL: resumes@choosechicago.com

No Phone Calls

Choose Chicago is an Equal Opportunity Employer