



Position Title: **Account Executive**
Department: Sales
FLSA Status: Exempt
Reports To: Director of Hotel Sales
Effective Date: September 2021

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

The **Account Executive (AE)** is responsible for lead generation and closing definite meetings ranging in size from 10 rooms to 150* rooms on peak into Choose Chicago member hotels. This motivated, assertive sales professional will handle a large geographic market targeting accounts for a to-be-specified territory. This position is located at the Choose Chicago office in Chicago. We are looking for an independent, motivated sales professional with excellent time management skills who is passionate about growing his /her career in the hospitality/DMO/ meeting industry.

**Due to Covid-19 pandemic, will need to be flexible in minor territory fluctuations regarding market segment, geographical coverage and peak room night.*

Responsibilities include but are not limited to:

- Responsible for new lead and definite room nights production goals.
- Effectively and persuasively, sell Chicago as a meeting destination to a high volume of customers in the territory.
- Develop new business as well as handle existing accounts
- Maintain and grow personal account list involving making telephone contact and in-person visits with prospective as well as assigned accounts.
- Develop feasible short and long-term plans and strategies for goal attainment.
- Works closely with VP of Hotel Sales to develop an annual business/market plan including setting target goals for outside sales calls, solicitation calls, business entertainment opportunities and attendance at industry events.
- Coordinate client site visits when applicable. This may include, but is not limited to, securing hotel accommodations and developing an itinerary that covers what is important to the client's decision. Attention to detail and exemplary communication are what make site inspections successful and are required competencies for this role.
- Develop and maintain a high profile at relevant industry events and trade shows.

- Current involvement within industry associations is a plus, MPI, etc.
- Some travel is required and the ideal candidate will have some prior hotel or DMO experience.
- Comply with established policies and guidelines applying Choose Chicago operations and employee conduct.
- Responsible for scheduling work activities to meet all deadlines and goals in a timely manner.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree preferred or equivalent experience.
- Three (3) + years of hotel/tourism related experience showing progressive growth and learning and/or training equal to the skill level needed to perform this position.
- Prior experience in the hospitality, convention bureau or sales industry is a plus.
- Previous sales experience is a plus.

Knowledge, Skills and Aptitude Requirements:

- Experience working in a collaborative and competitive work environment with a strong team component will be beneficial.
- Must be technologically proficient with a CRM, email, power point presentations, excel, word and other computer related tools.
- Proficiency in Cvent is a plus.
- Ability to effectively communicate both verbally and in writing with a strong knowledge of spelling, grammar and punctuation
- Ability to represent our city in a professional manner while interfacing with internal and external clients; good telephone skills.
- Knowledge of the City of Chicago, including hotels, attractions, restaurants, and shopping is a plus.
- Possess good organizational and time management skills to handle multiple projects simultaneously.
- Disciplined, self-starter with the ability to travel and work independently and exhibit flexibility

Physical Requirements and Environmental Conditions:

- Ability to travel by air in promoting the city of Chicago at various trade events is required, and attend/host customer entertainment in restaurants and local festivals
- Ability to adhere to and meet the required attendee guidelines set forth by the client.
- Ability to perform computer work for extended periods.
- Ability to work flexible hours as needed based on key conferences/events.
- Ability to sit or stand for extended periods without being able to leave the work area (i.e., trade show setting).