



Position Title: **National Sales Manager, West Coast**
Department: Sales
FLSA Status: Exempt
Reports to: Vice President, Hotel Sales
Effective Date: May 2022

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-Hotel Sales, is a role suited for a self-starting individual who is ambitious, assertive, organized and passionate about Sales. This roll will focus on development of the **Corporate and Association Market** on the West Coast, for meetings larger than 200* rooms on peak night but not so large as to require the use of significant exhibition space at McCormick Place. Opportunities will typically not exceed 2,000 rooms on peak. This role will carry a definite room night production goal. We are looking for a go-getter who enjoys moving the needle in and has a proven track record in sales. Extensive travel is required and the ideal candidate should have previous sales experience in a hotel or CVB.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for booking definite business from Corporate and Association market in the west coast region for in-house, multiple self-contained hotel meetings and smaller convention groups.
- Ideal candidate will possess strong history in selling to the small or mid-size, in-house 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
- On own initiative or as assigned, assist with, and participate in, Bureau projects, functions and special events
- Achieve weekly sales activity targets as established by VP 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. Depending on location of individual, extensive traveling may be anticipated for 30% - 40% of the time.
- Candidates MUST show proof of vaccination.
- 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