



Position: Sales Manager

FLSA Status: Exempt

Department: Sales

Salary: \$50,000-60,000

Reports to: Director of Sales

Full Time Position

SUMMARY

The Fresno/Clovis Convention & Visitors Bureau is seeking an experienced Sales Manager, who will be responsible for selling Fresno/Clovis as the destination for indoor/outdoor events, conventions and meetings. This position will involve procuring room night generating events for the Fresno/Clovis hotel & lodging industry. In doing so, these events will generate millions of dollars of economic impact for the local community; all while highlighting Fresno/Clovis as a premier travel destination.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Sell Fresno/Clovis as the destination for room night generating events.
- Demonstrate an understanding of the hotel and lodging industry.
- Attend industry tradeshows that will require overnight stay.
- Conduct out-of-town regional sales missions to acquire new business and/or to visit clients.
- Might be required to work some evenings and weekends based on client and office needs.
- Work closely with client and venue staff in servicing groups,
- Work with FC&EC to maximize facility utilization.
- Keep accurate and up to date files on all client accounts to maximize prospecting and lead generation in the CRM database.
- Meet personal sales goal targets on a monthly, quarterly, yearly basis. Meeting sales goals can result in bonus potential.

SUPERVISORY RESPONSIBILITIES

No Supervisory Responsibilities

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Client and hotel sales servicing.
- Convention center operations and bureau/center relationship.
- Negotiating and contracting.
- Customer service and business etiquette.

Ability to:

- Sell Fresno/Clovis as the destination for room night generating events.
- Communicate clearly and concisely, with clients, FCCVB staff members, and Fresno/Clovis Hoteliers.
- Travel and represent the FCCVB.
- Work in a collaborative team environment.

EXPERIENCE AND EDUCATION GUIDELINES**Experience and/or Education:**

- 4-5 years hotel sales experience or 4-5 years' experience coordinating events, meetings, and or conventions/conferences.
- Bachelor's degree from an accredited institution of higher learning or the equivalent of 4 years of hotel, DMO, or convention center sales experience.

License or Certificate:

Possession of a valid California driver's license and the ability to be insurable under the FCCVB's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires prolonged sitting, standing, walking, reaching, kneeling, bending, and stooping in the performance of daily activities. Also required are grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required.

WORKING ENVIRONMENT

The work environment characteristics described are high volume and fast paced. Employee must have the ability to work with a diverse population and in a standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential function.

TO APPLY

Qualified candidates are invited to apply.

Please send cover letter and resume to: info@fresnocvb.org.

Type the **Position Title** in the *Subject Line* of your email.

Position open until filled.