



**Position: Business Development Coordinator  
Beverly Hills Conference & Visitors Bureau**

**Position Profile**

The Business Development Coordinator is responsible for the implementation of programs and activities that support the travel trade and sales divisions as they relate to the promotion of the City of Beverly Hills as a luxury travel destination in key domestic and international markets of the Beverly Hills Conference & Visitors Bureau (BHCVB). Under direct supervision and reporting to the Group Sales Executive, the Business Development Coordinator works on travel-related programs including sales research and prospecting, sales lead tracking, trade shows, sales missions, familiarization (FAM) tours and report generation. This individual will frequently interact with senior management and direct contact with clients, vendors and the traveling public.

**Key Responsibilities**

- Conducts group sales research and prospecting to support lead generation for distribution to hotels, restaurants and unique venues in the destination.
- Tracks sales efforts for inclusion in quarterly group sales reports.
- Supports the development of sales tools and materials as needed including, but not limited to, pitch presentations, fact sheets, brochures, new systems, manuals, etc.
- Assists with coordination of efforts for sales missions in all markets.
- Organizes arrangements for staff participation in domestic trade shows.
- Produces and executes itineraries for travel trade and MICE FAMs as directed.
- Develops and writes content for travel trade e-newsletter, web pages, social media channel and various other marketing communications as directed.
- Maintains Salesforce.com database and communications, updates as necessary, produces activity reports and follows up with clients when needed.
- Performs administrative tasks, including but not limited to: hotel and flight coordination, FAM kit creation and distribution, sales mission material delivery and coordination, trade show registration, budgeting, and expense and invoice reconciliation.

**Qualifications**

- Bachelor's Degree in marketing, hospitality or tourism, public relations or a related field or educational equivalent
- Minimum 2 years travel and tourism experience preferred
- Must have reliable transportation
- Exceptional customer service skills
- Strong problem solving and organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple projects in a fast-paced environment, while receiving direction from multiple managers and meeting all deadlines in a timely fashion
- Detail oriented and thorough completion of tasks
- Strong administrative skills including accurate data entry
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Working knowledge of Salesforce.com and/or Cision and Cvent are a plus

**Salary**

Commensurate with qualifications and experience. Competitive benefits package including medical, dental, 401K and vacation.

Please send cover letter and resume to: [info@lovebeverlyhills.com](mailto:info@lovebeverlyhills.com)

*The position is open until filled.*