Job Title: Vice President of Group Business Development
Reports To: President and CEO
Department: Group Business Development (GBD)
Status, Classification: Regular Full-time, Exempt

**Position Summary**
The Vice President of Group Business Development provides dynamic leadership to ensure group business bookings in Monterey County. This position is responsible for the development and execution of strategic and tactical plans to generate new business from conferences, meetings and tour & travel. The Vice President leads a team of professionals comprised of business development and client services representatives located in Monterey and across the United States as well as working in collaboration with the community, MCCVB Sales Committee and the Monterey Conference Center in order to support the mission of the MCCVB.

**The ideal candidate in this role will:**
- Aspire to inspire transformational moments
- Bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy and honest
- Be responsible and accountable for their actions and words
- Contribute to the team culture in ways that are positive and collaborative
- Demonstrate respect, kindness and trust throughout all interactions and relationship development
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization

**Role and Responsibilities**
- Provides ongoing training, coaching, inspiration and leadership for the MCCVB GBD and services team to ensure growth of Monterey County’s tourism economy through group business
- Works with community partners in ensuring the success of destination sales programs
- Develops and executes research-based, strategic territory and market segment plans in collaboration with all team members and community resources to achieve group sales goals
- Manages annual initiative budgets in accordance with MCCVB policies
- Provides leadership of and engages with MCCVB Sales Committee
- Collaborates with community leaders and City of Monterey to develop initiatives that deliver the highest possible ROI to hotel partners
- Ensures the overall success of the organization and its achievement of goals through active participation in the management and evolution of the MCCVB as part of the senior leadership team
- Leverages resources through partnerships
- Oversees the development and planning of value services, sales missions, client events, FAMs and trade shows
- Provides ongoing evaluation of programs to ensure maximum effectiveness and efficiencies
- Collaborates with Marketing Communications team to develop integrated Group Marketing campaigns and programs; provides leadership and education as needed
- Manages key strategic stakeholder relationships
- Attends and represents MCCVB at various community and/or business meetings and events
- Contributes to our safe, positive and healthy work culture and environment.
Other Duties
Please note this position description does not cover or contain all activities, duties or responsibilities that are required of the team member for this position. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions and responsibilities.

Expected Competencies
- Demonstrated success in strategic sales planning and execution
- Superior oral and written communication and presentation skills
- Ability to manage and motivate teams to produce quality results within tight timeframes and simultaneously manage projects
- Ability to recognize and maintain confidentiality of information.
- Ability to work under pressure and maintain professionalism

Desired Education and Experience
- Minimum five years’ experience in a senior management hospitality sales position
- Experience in strategic program planning and execution
- Deep and vast knowledge of the group meetings market
- Proficient in the use of computers with excellent knowledge of Microsoft Word, Outlook, PowerPoint, Excel

Preferred Education and Experience
- Relevant degree or industry designation
- Proficiency using a CRM or similar database system
- Prior CVB or other non-profit experience
- Experience in the hospitality industry

Additional Eligibility Qualifications
Ability to maintain an excellent attendance record.

Supervisory Responsibility
This position has supervisory responsibility of the Group Business Development and Strategic Client Services Team.

Work Environment
This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets.

Physical Demands
This is largely a sedentary role; however, some filing and moving around within the office is expected. This role requires the ability to lift items, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work
This is a full-time position. Days and hours of regularly scheduled work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work is expected as needed including travel time for business development activities.

Travel Expectation
It is expected that this position may travel within and outside of Monterey County at least 50% of the time.
The compensation range for this position is $150,000 to $175,000 including performance incentive.

MCCVB offers a comprehensive benefits package including paid time off, paid holidays, 401k plan and health, dental, vision, life and long term disability insurance coverage.

If you are interested in joining our team, please send your cover letter and resume to HR@SeeMonterey.com