



Position: NATIONAL ACCOUNT DIRECTOR

Work for a Tourism Industry Leader

Visit Seattle is now hiring a **National Account Director** to join our team of dedicated, service-oriented professionals. This position is responsible for promoting and selling Seattle and the region as a convention and meeting destination for associations, corporations, and other group business opportunities into the Mid-West US market segments. We are looking for a polished professional with strong hotel sales experience, who has demonstrated the ability to manage a sales territory, and large account base. Must have exceptional customer service skills, be able to foster relationships and work with a wide variety of people. The ideal candidate will also have comprehensive knowledge of the Seattle area, be based in Seattle, or travel to Seattle for events and site inspections, have a strong service approach with all whom they interact and be a creative problem solver with endless energy and enthusiasm for promoting Seattle and our partners.

Essential job functions:

- Primarily responsible for generating and closing approved leads for Washington State Convention Center and hotel bookings from assigned market segment(s), which may be revised based on business conditions.
- Generates and manages sales leads; WSCC and hotel offers and competitive, customized, and creative bids to clients to win business.
- Creates and maintains client base in the assigned market; strategically builds relationships and networks with meeting planners, decision makers and intermediary clients for Seattle and the region.
- Manages an annual room night goal achieved from a combination of tentative and definite bookings within the assigned market.
- Analyzes total group spend to effectively yield manage prospective business.
- Actively prospects for new business in assigned market, using the value added/ROI approach.
- Provides the very best customer service to both internal and external customers.
- Attends tradeshow, sales missions, client events, networking meetings and local meetings to solicit convention business.
- Act as a strategic thought leader managing the sales process for each business opportunity; actively communicates with community stakeholders and supports Visit Seattle's core mission.
- Coordinates and conducts city site inspections for meeting planners; showcasing facilities, attractions and partners in the city.
- Maintain research on competition regarding marketing, sales strategies, and destination capabilities.
- Documents exemplary information into CRM.

The successful candidate will have the following experience and qualifications:

- Four-year degree in related field preferred.
- Minimum five years of hotel or destination marketing industry sales experience required.
- Strong analytical and organizational skills.
- Able to efficiently handle multiple responsibilities in a fast-paced environment while consistently demonstrating a strong proficiency at prioritizing activities.

- Outstanding verbal and written communication skills.
- Willing and able to work evenings, weekends and holidays based on client and business demands.
- Proficiency in Word, Excel, Outlook, PowerPoint, Delphi, D3K, or other relational sales management database.
- Ability to operate computer, Outlook, PDA and general office equipment including tablets, desktop and laptop computers.

Compensation: Competitive

We offer an inclusive, fun, progressive and team-oriented work environment in a downtown office tower connected to the Washington State Convention Center, a competitive benefits package which includes a Paid Time Off program with 15 days to start, 10 paid office holidays, employer-paid medical, dental, vision, life and LTD insurance, plus 401k with employer matching.

To Apply:

Send cover letter and resume to resumes@visitseattle.org or apply using the online [Career Portal](#).

About us: Visit Seattle has served as the official destination marketing organization (DMO) for Seattle and King County for more than 50 years. A 501(c)(6) organization, Visit Seattle enhances the economic prosperity of the region through global destination branding along with competitive programs and campaigns in leisure travel marketing, convention sales and overseas tourism development. Nearly 41 million annual visitors spend \$7.9 billion in the city and county each year. The economic power of travel and tourism generates more than 78,400 Seattle area jobs and contributes \$806 million in annual state and local tax revenue. Go to visitseattle.org.

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee is occasionally required to:

- Work involves working alone on the computer, collaborating as part of a team or working closely with others by computer or over the phone.
- Work involves frequent walking city site inspections conducted with customers and partners.
- Position will require occasional weekends and frequent early morning and evening hours based on customer's schedule and needs.
- Estimate approximately 15% national travel and 25% regional travel, depending on market needs.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, listening and hearing ability and visual acuity.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, ten key, multi-line touch phone, filing cabinets, FAX machines, photocopiers, scanner and other office equipment as needed.

Work Environment

Work environment characteristics 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. Most work tasks are performed indoors. The noise level in the work environment is usually moderate.