

Job Qualifications:

A minimum of at least two years of sales experience with a Convention and Visitors Bureau or convention hotel facility is preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Demonstrated written and oral sales presentation skills; working knowledge of computer systems, and related software applications. Ability to travel and availability of work for evenings and weekends is required. No relocation provided. Established contacts and demonstrative past success in state, regional and/or national markets. Self-directed, self-motivated team player with a positive. Complete benefit package. Equal opportunity employer. **Deadline for applications is Friday, February 10, 2017.**

Job Title: Sales Manager

Department: Destination Toledo Convention & Visitors Bureau

Posting Date: January 17, 2017

Closing Date for Resumes/Applications: February 10, 2017

Status: Full Time

Essential Duties and Responsibilities

- Prospects for new group related business through the CRM System, internet, telephone contacts, trade shows and industry organizations in existing and new markets.
- Follows up with sales contacts by sending packets, email, phone or appointments to retrieve Requests for Proposals (RFPs) for future business.
- Maintains accurate and up to date files on accounts through the CRM system including entering new leads, traces, service requests, correspondence, maintenance, follow ups, etc. on a timely basis.
- Prepares customized bid packets and makes bid presentations to clients when needed.
- Maintains awareness of competing cities with an understanding of their product compared to the Toledo region.
- Maintains contact with the meeting planner during their event to make sure that everything is implemented to their satisfaction with the anticipation of repeat business.
- Works to obtain annual sales goal in guest rooms in assigned markets.
- Works with other members of sales team to achieve annual goals in guest room revenue.
- Maintains a well-informed working knowledge of all hotels, attractions and services, both public and private available in the area and develops and maintains a close working relationship with sales staff at all facilities.
- Joins membership organizations that apply to targeted markets and services. Attends monthly meetings for these organizations to network with suppliers and meeting planners to retain existing business and/or cultivate new business.
- Attends conferences and trade shows to promote the area as a convention/meeting destination and completes all necessary follow up.
- Reports to Director of Sales weekly with up to date reports.
- Performs other duties as assigned.
- Bachelor's degree preferred.

Licenses and Certificates

- Possession of a valid Ohio Driver's License

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.
- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and walk.
- The employee is occasionally required to use hands, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Applications: Send a cover letter and resume in confidence to:

Tony Vetter, CDME
Director of Sales
Destination Toledo CVB
401 Jefferson Ave.
Toledo, OH 43604

or email to
tvetter@visittoledo.org