

CVBs

Director, Convention & Tourism Services NYC & Company

We seek a seasoned professional that can be an ambassador for New York City and an energetic coach overseeing activities in servicing conventions and the travel trade. Among many duties, a candidate must excel in customer relations, preparing convention resumes, designing itineraries, conducting pre and post convention meetings, and act as the liaison to City Services. Addressing the travel trade, proactive visitations to tour and travel operators will be required. NYC & Company is a membership based organization and is responsible for promoting the products and services for over 1900 members. Familiarity with all the assets of New York City is a plus. A college degree and minimum of 5 years experience in the hospitality industry is preferred. Salary is commensurate to experience.

REGIONAL SALES MANAGER – MIDWEST REGION DALLAS CONVENTION & VISITORS BUREAU (Based in Chicago, IL – Home Office)

Responsibilities: Primarily responsible for the active solicitation of corporate and association based companies and organizations in the Midwest for the primary purpose of bringing their national and international meetings, conventions and tradeshows to Dallas.

Qualifications: 3-5 years of Convention Sales and Meeting Planning experience required. Bachelors' degree preferred.

Salary: Commensurate with experience, plus incentive opportunities and offers a very competitive benefit package.

Contact: Please email your resume and salary history to sandrus@dallascvb.com. EOE

Senior Sales Manager

Come join us at the Cincinnati USA Convention and Visitor's Bureau as we aggressively pursue new convention opportunities and advance as "best in class" within our competitive set. A \$135 million expansion and complete renovation of the convention center officially opened in June 2006, now enabling Cincinnati USA to accommodate 75 percent of the nation's convention and meeting market. Our unique and exciting convention center is the latest addition to more than \$2 billion in downtown and riverfront development that includes beautiful new stadiums, world-class museums and a completely redesigned and enlivened Fountain Square. Visitors and meeting planners alike tell us they love our compact downtown, accessibility, and affordability. The Cincinnati USA's first-class hospitality and service, wide variety of entertainment options and outstanding attractions, compliments the spacious new convention center and creates the right formula for successful national sales and marketing.

We are now looking to enhance our convention sales and marketing efforts with the addition of a Senior Sales Manager. If you are a seasoned sales professional and interested in working with an aggressive sales and marketing team, have demonstrated a track record of success, preferably in hotels and/or CVBs—then we are looking for you!

Key Priorities Include:

- Generate convention center and hotel bookings from assigned market segment. Identify and develop target accounts within assigned sales territory. Create and maintain client base in assigned region or market. This is a "Hunter" type position.

- Maintain good product knowledge of the destination including convention centers, hotels, attractions and special event venues.

- Know top city competitors and how to effectively sell against each city.

- Maintain close working relationships with area hotels, convention facilities and serve as liaison between the client and these facilities.

- Prepare and present written or personal presentations to boards of directors, or site selection committees as needed.

- Coordinate and conduct site tours for meeting planners, showcasing facilities and attractions of the city.

- Attend industry tradeshows, sales trips, networking events and local meetings to solicit convention business; responsible for pre-planning, selecting target customers, pre and post show mailers. Analyze tradeshow outcome for best return on investment.

- Maintain awareness of competing cities and industry.

Requirements:

- Minimum of five years experience in sales; sales in hospitality industry preferred

- Skills in account management, direct sales, sales presentation (oral and written) and tradeshow exhibiting; understanding of hospitality industry including meetings, conventions, tradeshows and market segments.

- Working knowledge of Microsoft Office products. Familiarity with D3000 preferred.

- BA/BS degree preferred.

- Ability to conduct meetings and make presentations, develop strategies and manage proce-

dures; ability to exercise judgment and diplomacy in a wide variety of public contact situations.

- Must demonstrate ability to deliver room night goal results.

- Multiple market experience a plus.

- Excellent leadership, communication and organizational skills

- Willing and able to work evenings, weekends, and holidays based on client and office demands.

Cincinnati USA offers a competitive salary, bonus potential and excellent benefits. If you are interested in becoming a part of our winning team, please email your resume with salary requirement to: gcvbjobs@cincyusa.com

Director of Sales

The Peoria Area Convention and Visitors Bureau is currently looking for a dynamic individual who will excel in the challenging and rewarding position of Director of Sales. We need someone who can find new and larger convention clients by using industry best practices and innovation. The ideal candidate will possess a Bachelor's Degree in a related field and/or at least 10 years of experience in the hospitality/hotel industry. Candidate must be an expert communicator, a catalyst for action and have a proven track record of working in a multiple stakeholder environment. Responsibilities include staff supervision, strategic planning and budgeting. Send cover letter, resume' and salary history by September 17 to: Brent Lonteen, President/CEO, PACVB, 456 Fulton St., Peoria, IL 61602.

MOVE UP TO THE NEXT LEVEL

Put your 1-2 years sales experience to work with a first-tier destination in an entry-level sales management position.

The Chicago Convention and Tourism Bureau is seeking a Manager of Regional Sales to manage assigned Washington DC, Maryland and Virginia area accounts primarily in the association and corporate meeting segments focusing on accounts with 500 room nights and less to reach annual production goal, selling all Bureau services and creating awareness and competitive distinctness the city of Chicago offers as a global meetings destination.

Along with your superior communication and presentation skills, you should have 1-2 years related, progressive sales experience in the tourism or convention bureau environment with sound knowledge of associations, trade shows, exhibit facilities and hotel capabilities. Must be able to effectively use MS Office products including, Word, Excel, Power Point, Access and Outlook; knowledge of D3000, EBMS, CVB Breeze helpful. Bachelor's Degree required. Degrees in Tourism Management, Tourism Marketing or Marketing preferred.

If you're interested in joining a winning team, forward your confidential resume, with salary requirements, to:

Brien Zamperetti
Director, Eastern Regional Sales Office
bzamperetti@choosechicago.com
Learn more about us at

www.choosechicago.com.

National Account Manager

ConferenceDirect is a worldwide meeting solutions company offering a full suite of conference planning and management services that include: Site Selection and Contract Negotiation Assistance, Conference Management, Housing Management and Registration Services.

Looking for a flexible career in the hospitality industry that allows you to create your own success, establish your own monetary goals and set your own hours? Then you owe it to yourself to learn more about ConferenceDirect.

ConferenceDirect has immediate opportunities nationally for entrepreneurial, self-motivated industry professionals with a minimum of 5 years in hotel sales, national sales or convention bureau sales capacities. If you are interested in learning more about ConferenceDirect as a work possibility please forward your resume or call Lisa Kruger at:

Phone: 323 655 3848, ext 207

Fax: 323 655 3849

Email: lisa.kruger@conferencedirect.com
Please visit the ConferenceDirect website - www.conferencedirect.com

National Sales Manager

The Baltimore Area Convention and Visitors Association has an immediate opening for a National Sales Manager. Qualified candidate must be a motivated to solicit meetings, convention and tradeshow business. This is an excellent opportunity for an enthusiastic; results oriented positive team player with a minimum of 3 years experience with convention and visitors bureaus, hotels or convention centers. Substantial knowledge /awareness of the association market is essential. This candidate will be responsible for direct sales appointments, attending out of town industry tradeshows and represent BACVA in commu-

nity functions and networking opportunities. Must be able to handle multiple tasks, have strong verbal and written communication skills. Email cover letter including salary requirement and resume' to resumes@baltimore.org or fax to 410.659.8385. BACVA is an EOE

Vice President of Marketing

The Baltimore CVB has an immediate opening for a VP of Marketing. This position will report directly to the President & CEO. Please send resume and cover letter including salary requirement to: cxanthakos@baltimore.org or fax to 410.659.8385.

Duties include:

- Direct reports include the Director of Web Marketing and Director of Graphic and Publications, and members of the Marketing department, including, but not limited to, copywriting and marketing promotions;

- Development and implementation of marketing plans and programs targeting leisure customer segments both directly and indirectly through intermediation, including, but not limited to, domestic and international tour wholesalers and operators, receptive operators, domestic and international travel agents, motor coach operators, automobile club offices and group leaders;

- Creation of consumer programs to increase visitation & visitors spending to Baltimore and to support the conventions and meetings marketing campaigns;

- Supervision of advertising, direct mail, collateral, and other sales materials for target market segments;

- Supervision of Association publications, including, but not limited to, the Quick Guide Official Visitors Guide, the Destination Planning Guide, the African American Heritage & Attractions Guide and the Unique Venues Guide

- Organization of marketing activities such as missions, special events, and hospitality industry events;

- Maintaining relationships with industry partners, inside and outside of Baltimore and communicating to key influencers both in and out of the hospitality industry about tourism programs;

- Coordination of tourism marketing activities with the Maryland State DBED Office of Tourism, Film and the Arts, including the administration of the county cooperative marketing grant program;

- Point-of-contact for marketing consultants, such as advertising and promotions agencies

- Maintaining membership in key industry organizations, such as the Travel Industry Association of America, American Marketing Association, etc;

- Submission of monthly production report and other reports as requested by the President & CEO or Board of Directors;

- Training, management and evaluations of assigned personnel, and ensuring that employees represent the City and Association in the most professional way.

CITYWIDE SALES MANAGER, WASHINGTON DC REGION

We are seeking an experienced and accomplished sales driver who is results driven, detail oriented, customer focused and enjoys working in a fast-paced and challenging environment.

The ideal candidate will possess hotel, tourism and/or hospitality industry or CVB experience, a proven track record of sales success and industry knowledge. Primary responsibility is to book meetings and conventions that primarily use convention center and multiple hotels; territory is Washington DC Region, 951-2,500 peak rooms.

REQUIRED QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- High School Diploma or equivalent required; Bachelor Degree is a plus

- Minimum 4 years sales experience within the hotel, tourism and/or CVB industry and a proven track record of accomplishment.

- Functional knowledge and experience in areas of sales; customer relationship building internally and externally.

- Persuasive sales and negotiation skills with emphasis on closing the sale

- Ability to work collaboratively.

- Strong interpersonal skills, maturity, good judgment and be capable of communicating in a professional manner with a diverse range of individuals; maintain professional presence.

- Highly motivated self starter

- Proven problem analysis and resolution skills; exceptional analytical skills.

- Ability to prioritize and manage multiple responsibilities simultaneously

- Efficient and proven organizational skills; detail oriented.

- Proficient technology application skills; Advanced MS Office (Word, Excel, PowerPoint & Access), MS Outlook, Internet Explorer & Client Management software.

- Reliable, dependable, flexible and responsive; ability to work outside of normal work schedule as needed/directed.

- Ability to travel locally and domestically

BRIEF SUMMARY OF POSITION RESPONSIBILITIES

- Implement and manage sales initiatives within assigned territory; communicate with clients proactively to build and maintain relationships; manage and arrange client site tours as required

- Generate and distribute leads within assigned territory for hotels in Metro Denver and when possible, for resort members; turnaround on all leads by end of next business day; convert leads to booked business

- Maintain up-to-date knowledge of city hotels, attractions, airlines, climate, recreation, etc

- Prepare and distribute various weekly, monthly, quarterly and annual internal and external contracts, quotes and reports within established deadlines.

- Administer and maintain department related databases, project plans and spreadsheets to track information and handle projects.

APPLICATION DETAILS

- Based in Alexandria, VA - local candidates preferred; no visa sponsorship or relocation assistance available.

- Only online applications will be accepted; apply online at <http://www.denver.org/Member/Employment.aspx?type=DMCVB>

- Candidates selected for an interview will be required to successfully complete various assessment tools and tests. Successful candidate will be required to satisfactorily complete an in-depth reference and background check.

EOE
NO PHONE CALLS OR THIRD PARTIES PLEASE

Misc

MANAGER – SPECIAL PROGRAMS

REPORTS TO: PRESIDENT

Required to travel as needed

JOB DESCRIPTION INCLUDES BUT IS NOT LIMITED TO:

- Supervise the day to day activities of the Quality Control Assistant & Custodian / Driver

- Manage facility and vehicular maintenance, coordinate service providers

- Conduct research, plan, make recommendations and implement various programs, projects & events assigned by the President

- Conduct research, analysis, subsequent reporting and recommendations as required by other departments.

- Support all departments with non recurring requirements

- Manage and administer expense reporting and related staff travel

- Review contracts, proposals and related documents for applicability and compliance, with subsequent reporting and recommendations.

- Perform additional duties and responsibilities as assigned or required

DESIRED QUALIFICATIONS:

- 4 year degree

- Excellent communications and writing skills

- Self starter requiring minimal supervision

- Detail oriented with research and analysis experience

- Excellent computer skills

- Customer service oriented

- Guidelines for submission:

- Cover letter along with resume

- Salary requirements must be included in cover letter

- Format resume as either a MS Word doc or pdf

QUALITY ASSURANCE ASSISTANT

REPORTS TO: MANAGER SPECIAL PROGRAMS

JOB DESCRIPTION INCLUDES BUT IS NOT LIMITED TO:

- Conduct an ongoing review and analysis of HAI products and services to insure accuracy, standardization, currency and desired compliance.

- Areas of oversight include but are not limited to databases,, publications, electronic

media, administrative activities, organizational policies & procedures.

- Conduct testing of HAI activities and services to insure accuracy, applicability and user friendly environment.

- Perform administrative support functions as necessary

- Assist the Manager Special Programs as assigned.

- Perform additional duties and responsibilities as assigned or required

DESIRED QUALIFICATIONS:

- Previous Quality Assurance experience

- Detail oriented with research and analysis experience

- Excellent communications and writing skills

- Excellent computer skills

- Customer service oriented

Guidelines for submission:

- Cover letter along with resume

- Salary requirements must be included in cover letter

- Format resume as either a MS Word doc or pdf

Show Manager

Helicopter Association International (HAI) is a trade association representing the helicopter industry worldwide. Annually, it produces HELI-EXPO a convention and exposition that brings together over 14,000 aviation professionals, including over 500 exhibiting companies. The exhibits fill over 225,000 net square feet, including 42-55 helicopters.

Currently we are seeking a Show Manager to assist with the continued growth of the show. The position will report to the Vice President of Marketing & Expositions.

Responsibilities include, but are not limited to:

- Ability to manage, organize, and plan the logistics of HELI-EXPO for the current fiscal year, in coordination with other departments and outside organizations.

- Develop and manage an event timeline.

- Manage the production and distribution of collateral materials – ex. *Exhibitor Prospectus, Registration & Housing Brochure, Exhibitor Manual, Official Program Guide.*

- Develop and foster strong relationships with exhibitors and appointed suppliers.

- Manage operational activities while maintaining service, and responding to exhibitor and supplier questions in a timely and efficient manner.

- Manage operational activities prior to event and on site.

Desired Qualifications:

- Demonstrated ability to work in a fast-paced environment. Proficient in exhibit floor/hall build-out. Is a self-starter and a team player. Has strong organizational and time management skills and proven customer service experience. Understands tradeshow industry trends and leverages that knowledge to expand the brand of a show. Has developed and maintained good working and strong business relationships with internal and external customers. Has utilized historical show feedback and successes to implement ideas and improve processes.

- Four-year degree, not less than 5 years of convention and trade show organizing management experience.

- Excellent oral and written communication skills, ability to present solutions and trends.

- Strong computer skills with software experience in Microsoft Word, Power Point, and Excel; with extensive ability to create spreadsheets to track event data.

- Extremely detail oriented, organized, self-starter with ability to handle multiple projects.

- Creative thinker who is well versed and knowledgeable of industry trends.

- Required to travel as needed

- HAI is an EOE employer and proudly offers the following benefits:

- Medical, Dental, and Vision Insurance; and 401(k)

- To learn more about Helicopter Association International, see our website at www.rotor.com.

Guidelines for submission:

- Cover letter along with resume

- Salary requirements must be included in cover letter

- Format resume as either a MS Word doc or pdf

- E-Mail: showmanager@rotor.com

Associations • CVBs • Hotel Companies

Looking For A... Exec VP • Director of Meetings • Director of Education • Director of Membership • Public Relations Director • CVB VP of Sales & Marketing • CVB Director of Tourism • CVB Director of Membership • Hotel Sales and Marketing VP • Hotel National Sales Manager • Or Any Other Association, CVB or Hospitality Position?