

Meet Minneapolis JOB DESCRIPTION

Position/Title: Sales Account Executive

Department: Destination Sales

Reports To: Vice President of Destination Sales

Status: Full-time; Exempt

Job Summary:

Promote and sell the City of Minneapolis as a premier destination for small meetings and conventions and achieve individual room night goal that will provide a positive impact on hotel and Minneapolis Convention Center occupancies.

Job Duties & Responsibilities:

- Achieve annual definite room night goal as assigned.
- Conduct phone conversations, electronic correspondence and personal visits with meeting planners, hotel sales personnel, and other hospitality industry suppliers.
- Actively prospect to find business and generate leads
- Attend Director of Sales and local industry meetings, as required.
- Maintain communication on account activity through leads, updates, cancellations, definites, etc.
- Manage progress of tentative accounts.
- Coordinate all aspects of bid proposals.
- Attend bi-monthly sales meeting and other sales related meetings as necessary.
- Update and effectively utilize all databases provided by iDSS.
- As required, attend business related trade shows or travel for sales calls and presentations.
- Develop and execute sales presentations.
- Strive to improve the effectiveness of the Meet Minneapolis sales organization.
- Organize and conduct client site inspections as required.
- Communicate future activities to other Meet Minneapolis departments with adequate lead time if their schedules are potentially impacted.
- Conduct activities in a professional and ethical manner.
- Maintain a current base of knowledge of Meet Minneapolis partners to include hotels, Minneapolis Convention Center and other local businesses or organizations that can assist our efforts.

- Taking an active role in industry associations.
- Utilize all Meet Minneapolis technology to its complete capability.
- Effectively carry out duties as assigned by the President / CEO, Senior Vice President Destination Sales and Services and Vice President of Destination Sales.

Requirements / Experience:

- Four-year degree from an academic institution, business or hospitality preferred, or equivalent experience.
- Two years minimum of hospitality industry sales experience; prefer convention bureau and / or hotel experience.
- Strong and consistent ability to prioritize activities within specific time guideline and to handle multiple responsibilities within a specific time frame.
- Willing and able to work evenings, weekends and holidays based on client and office demands.
- Ability to operate computer, fax, e-mail system and general office equipment including laptop computers when traveling away from office.
- Valid private driver's license

Skills / Other

- Skill and ability to develop and implement portions of a business plan and manage a budget
- Possess excellent communication skills, written, oral and grammatical
- Strong analytical skills to be able to determine quality of business and best suited business opportunities for community
- Detail-oriented
- Provides both direct and indirect support of the attainment of the Meet Minneapolis Performance Goals as defined in its contract with the City of Minneapolis. Specifically, these goals include the following Key Performance Indicators:
 - Number of bookings at hotels by market segment and room nights generated
 - Number of group leads and bookings at hotels for tourism and room nights generated both domestically and internationally
 - MCC revenue goals broken out by ancillary, rent and total revenue
 - Total Association sponsorship revenue goal and MCC sponsorship net revenue goal
- All other duties as assigned.

Salary:

- \$38-42,000 DOE
- Eligible for applicable bonus based on achievement of performance goals.

Benefits:

Meet Minneapolis offers a generous benefits package including: medical, dental, STD/LTD, Life Insurance, 401(k), telecommuting, vacation and sick time for employees who are benefits eligible.

Physical Demands:

While performing the duties of this job, the employee will be required to:

- Walk, sit, bend and squat
- Talk and hear
- Grab, pull or bend items
- Lift and/or carry up to 10 lbs.
- View items at a close and distant range
- Sit for extended periods of time
- Use computers for extended periods of time

Working Conditions:

- General office environment.

Note: Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This document does not create an employment contract, implied or otherwise, other than as "at will" relationship.