

Conference Center Sales Manager

STATUS: Full-Time Exempt

DEPARTMENT: Administration

SALARY RANGE: TBD based on qualifications

DATE: September 1, 2021

BASIC FUNCTION

The Conference Center Sales Manager is responsible for performing related sales functions for all conferences, weddings, corporate meetings and community events. This role also solicits and develops new business on a local, statewide and national scale and provides guidance for meeting planners requiring assistance. Will work closely with the Radisson on John Deere Commons and the Element hotels to attract events that fill rooms at their properties.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Executive Director

SPECIFIC DUTIES AND RESPONSIBILITIES

*** denotes an essential function of the job*

- Serves as a liaison between various in-house departments, i.e. operations and catering and provides leadership for all coordinated events.
- *Responds to and answers client/supplier phone calls and questions.
- *Confirms space availability for meetings, conventions, reunions, weddings, etc.
- *Reviews call sheets and phone potential clients to inquire about status, more information, etc.
- *Solicits potential clients and schedules appointments for outside calls.
- *Develops fiscal year goals and objectives for the Meeting and Convention group.
- *Initiates and prepares Meeting and Convention areas annual budget.
- *Communicates with Director of Sales at the Radisson on John Deere Commons regarding business needs and cooperative/joint advertising campaigns.
- *Works in conjunction with Visit Quad Cities regarding client leads and development of Proposals.

- *Sends event info and group details/changes with upcoming meetings, etc.
- *Prepares bid proposals for new business from Visit Quad Cities leads and hotels.
- *Conducts weekly meetings with Catering Manager and Event Coordinator to discuss events.
- *Updates and distributes calendar of events.
- *Utilizes forecasts to determine the amount of conference and pre-game business.
- *In conjunction with the Visit Quad Cities, utilizes sales blitzes and/or tradeshows to help promote the Quad Cities and the TaxSlayer Center.
- *Provides administrative support to the Executive Director.
- *Provides the Assistant Executive Director with accurate event billing information for proper invoicing of clients.
- Audits billing information from Event Coordinators.
- Participates in monthly Visit Quad Cities and Chamber of Commerce sales meetings.
- Issues contract paperwork.
- Distributes evaluation and thank you inquires, including facility packet inserts to clients.
- Conducts site tours/visits with potential clients.
- Communicates activities and issues update report to the Executive Director.
- Provides account status of past due clients to the finance department.
- Collects and compiles competition comparisons regarding services, catering, etc.
- Prepares and submits reports of summarizing undesirable/unwanted business, diversity reports, hotel usage, etc.
- Orders conference center equipment.
- Business Development, provides customer support services for corporate clients including responses to information requests and questions.
- Attends weekly staff meetings.
- Creates and develops various marketing materials.

STANDARDS OF PERFORMANCE

- A. Proven Sales background required.
- B. High level of proficiency in effectively managing others for high performance.
- C. Exceptional oral and written communication skills.
- D. Excellent time management and organizational skills.
- E. Interpersonal relationships which encourage openness, candor and trust, both internally and outside of the TaxSlayer Center.
- F. Initiative and creative thinking in decision-making and problem resolution situations and in the performance of job duties.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to maintain a high level of visual attention and mental concentration for significant periods of time.
- B. Ability to solve accounting problems and deal with a variety of variables in situations where minimal standardization exists.
- C. Ability to read, analyze and interpret industry information
- D. Ability to sit for extended periods of time.
- E. Ability to manipulate necessary office equipment, computer software and peripherals.
- F. Ability to perform the following physical activities: stooping, kneeling, reaching, walking, lifting, talking, and repetitive motions.

EDUCATION, EXPERIENCE AND TRAINING

- A. Four-year degree in business management, marketing, sales or equivalent is preferred.
- B. A minimum of three to five years of previous sale experience or equivalent.

EQUIPMENT AND TOOLS

- A. General office equipment including, but not limited to:
 - Telephone/voicemail
 - Fax machine
 - Copy machine
- B. Computer, peripherals and software
 - Proficiency with Microsoft Word and Excel and a variety of computer software, including Ticketmaster, Eventbooking.com and Photoshop.



The TaxSlayer Center is a 12,000-seat arena and conference center in Moline IL serving the Quad Cities region of Moline IL, Rock Island IL, Davenport IA and Bettendorf IA. It is an award-winning venue located on the banks of the Mississippi River.

Interested candidates should forward a resume and at least 3 professional references to:

Rocky Jones
Assistant Executive Director/Director of Finance
TaxSlayer Center
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Moline, IL 61265
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