



## JOB POSTING

<b>Title:</b>	Senior National Sales Manager
<b>Department:</b>	Convention Sales, Services & Sports
<b>Reports To:</b>	Vice President of Convention Sales, Services & Sports
<b>Schedule:</b>	Full-time, exempt position

Visit Albuquerque, a private, not-for-profit organization seeks a motivated and experienced leader in hospitality sales management to promote and sell Albuquerque as a prime convention and meeting destination. This is accomplished through daily prospecting efforts, including face-to-face, online and telephone client contact. The Senior National Sales Manager is required to achieve specific room night and lead goals as assigned, which may be reviewed and adjusted at any time based on business needs. Supports the department initiatives while providing leadership and mentoring to less experienced staff and wherever needed.

Successful candidate will provide sales leadership and expertise within the Sales Team including:

- Generates new business through numerous methods and practices to achieve and surpass assigned room night production goals
- Solicits and coordinates hotel proposals to be presented for meeting planners' consideration.
- Maintains and replenishes prospecting client pipeline to consistently include number of clients as assigned
- Develops and maintains professional relationships with clients and VisitABQ partners.
- Attends out of town tradeshow, sales missions, networking meetings and local meetings to solicit convention business.
- Utilizing strong analytical skills, selects potential clients, prepares and presents bids for meetings and conferences to be held within the destination.
- Writes bid proposals for client consideration of Albuquerque for conventions and meetings.
- Composes marketing presentations to local members of national and regional associations and corporations to enlist their aid in booking future conventions given by telephone, email or in written format.
- Provide leadership, and help train, mentor and/or helps direct the Sales team members.

Qualifications include:

Bachelor's degree (B. A.) from four-year college or university with at least five years specifically-related sales experience or equivalent combination of education and experience. Degree in Hospitality or Business is desirable.

The successful candidate also will possess skills including but not limited to the following:

- Knowledge and appreciation of Albuquerque, its hotel product and destination venues
- Ability to perform outside sales functions.
- Ability to learn and be proficient with industry specific software (Simple View) desired
- Intermediate to advanced knowledge of MS Office software
- Must be able to prioritize multiple responsibilities and meet deadlines.
- Strong analytical skills to be able to determine quality of business that results in best suited business opportunities.
- Demonstrated ability to develop client relationships.

**Send or email resume and cover letter to:**

Human Resources

Visit Albuquerque

20 First Plaza NW, Suite 601

Albuquerque, NM 87102

**E-mail: [jobs@visitABQ.org](mailto:jobs@visitABQ.org)**

EOE

*The mission of Visit Albuquerque is to stimulate economic growth by marketing Albuquerque as a visitor and convention destination. For more information, call 505.842.9918 or visit our web site at [www.VisitABQ.org](http://www.VisitABQ.org).*