



JOB POSTING

Title: Sports Development Manager
Department: Sales, Services and Sports
Pay Rate/Hours/
Benefits: Competitive Salary DOE, 40 hours/wk., outstanding benefits including downtown paid parking.

The primary function of the Sports Development Manager is the promotion of Albuquerque as a prime sports destination and actively booking athletic events, which then stimulates Albuquerque's economic development for future growth. This is accomplished through daily prospecting efforts and industry events, online and various client contact opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Generates new business through prospecting phone calls, and e-mail, on-site sales calls, and other sources; to achieve assigned lead and room night production and lead goals.
- Achieves specific room night and lead sales goals as assigned, which may be reviewed and adjusted at any time based on business needs.
- Creates and maintains client base in each territory as assigned; territory may be revised as business requires.
- Uses computer and software to manage account database.
- Must have a working knowledge of the Sports market and the city of Albuquerque with an understanding of how hotels, sports venues and off-site capabilities fit for a sports event.
- Continually networks with existing clients in search of new client referrals.
- Maintains a strong broker role in the negotiation process of all qualified leads to increase conversion ratio.
- Maintains regular contact with existing clients to understand business changes and nurture strong rapport with them.
- Conducts ongoing research on potential groups that may be a good fit for Albuquerque.
- Maintains and replenishes prospecting client pipeline to ensure future business goals are met
- Consistently meets or exceeds sales goals.
- Develops and maintains professional relationships with clients & Visit ABQ partners.
- Telephones, writes, or makes personal presentations to local members of national and regional athletic and sports associations to enlist their aid in booking future events.
- Makes written and/or personal presentations to boards of directors, delegates, or site selection committees across the United States as needed to win Albuquerque's selection as an event site.
- Solicits and coordinates hotel proposals to be presented for meeting planners' consideration.

- Attends out of town tradeshow, sales missions, networking meetings and local meetings to solicit athletic and sports events.
- Responsible for pre-planning, target marketing, pre- and post-mailers for industry related events and trade shows.
- Coordinates and conducts site tours for qualified sports event planners highlighting facilities and attractions in the city.
- Ensures that event operations and operational needs of booked sporting events are met.
- Must have reliable transportation and be able to travel to visit off-site appointments.
- Must have valid registration, appropriate insurance, a safe driving record and possess a valid NM Driver's License.
- Contributes to a positive workplace environment by demonstrating superior customer service skills in dealing with internal and external customers, speaking positively when referring to Visit Albuquerque and staff members, and always acting and speaking in a courteous and professional manner.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree (B. A.) from four-year college or university, with at least one (1) year of outside sales experience, or equivalent combination of education and experience. A degree in Hospitality or Business is desirable.
- Knowledge and appreciation of Albuquerque, its hotel products and destination venues.
- Knowledge of sports, and athletic venues.
- Ability to perform outside sales functions.
- Ability to learn and be proficient with industry specific software (Simple View) required
- Intermediate to advanced knowledge of MS Office software including Outlook, Word, Excel, and PowerPoint.
- Must be able to prioritize multiple responsibilities and meet deadlines.
- Analytical skills to determine business quality that results in best suited business opportunities.
- Demonstrated ability to develop client relationships.
- Demonstrated strong written, verbal and presentation communication skills.
- Ability and willingness to make routine decisions independently.
- Develop or continue improving knowledge of Athletics, Hospitality, Convention or Tourism business.
- Organized and able to establish and maintain updated client databases and account files.
- Skills and ability to operate general office machines such as computers, copiers, telephones, etc.
- Excellent interpersonal and presentation skills.
- Demonstrated sales and negotiation skills.
- Demonstrated ability to effectively present information and respond to questions from groups, clients, customers, and the public.
- Demonstrate professional and ethical conduct in accordance with Company policy.
- Must be well groomed and always maintain a professional appearance in keeping with industry standards.
- Occasional overnight, weekday and weekend travel is required and must be able to work off-hours. on occasion.

PHYSICAL DEMANDS

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the job's essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Frequent air, train or automobile travel may be required.

Occasionally constructs and dismantles tradeshow booths, which may require lifting, carrying, and movement of support materials (i.e., Visitors Guides, etc.) weighing up to 50 pounds..

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Human Resources
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EOE

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