

JOB DESCRIPTION

ROLE: Convention Closing Manager

REPORTS TO: Director of Sales

DIRECT REPORTS: None

EMPLOYMENT STATUS: Full-Time Exempt

REVISED: July 19, 2021

ESSENTIAL FUNCTION

The Peoria Area Convention and Visitors Bureau, or Discover Peoria, is seeking a Convention Closing Manager dedicated to growing their skills while also making an impact on our team. The candidate will help the sales department increase the number of conventions and meetings held in the Peoria area by actively marketing and selling it as a premiere convention destination. We are seeking a passionate and hardworking person with a positive attitude who is highly social, excited to take ownership, and ready to fully merge their skills with our destination.

RESPONSIBILITIES

- Be a positive influence and advocate the PACVB mission, values and passion
- Actively pursue qualified conventions that yield a high number of hotel room nights and large numbers of attendees
- Maintain a thorough knowledge of the Peoria area and provide staff updates regarding the Peoria Civic Center, hotels/motels, private meeting/banquet facilities, attractions, recreational opportunities, area events, transportation, etc.
- Ensure open communication and develop relationships with sales managers and staffs of area hotels, attractions, the Peoria Civic Center, and other hospitality partners
- Serve as the host for site visits for clients, arranging for all tours, meals and lodging that showcases the region in an appealing manner for the convention or event.
- Fully understand the needs of the convention planners to assist with any obstacles that may arise
- Perform outside sales calls as directed and approved by Director of Sales
- Serve as liaison between client and Peoria area hospitality partners
- Meet and exceed annual performance goals and sales targets as defined by DOS
- Actively participate in appropriate industry conferences and trade shows as designated by DOS with the goal of establishing new business and maintaining existing clients
- Conduct research to ensure clients are a "good fit" for the Peoria Area; identify clients' past performance in other locations (i.e. room night pick up, conversion, etc.)
- All other duties as assigned

REQUIREMENTS

- Minimum of two years sales experience
- Exhibit a passion for the region that is encouraging to meeting planners
- Possess a valid driver's license
- High attention to detail
- Excellent verbal and written communication skills
- Willingness to travel and flexibility to work extensive hours and be accessible to clients while off-duty, including weekends
- Possess a valid driver's license

HOW TO APPLY

Resumes should be emailed to employment@peoria.org or delivered in person at 456 Fulton St, Suite 300, Peoria, IL 61602.

**The Peoria Area Convention and Visitors Bureau is an equal opportunity employer.
We encourage all candidates of all backgrounds to apply.**