



The Albany Convention and Visitors Bureau is currently hiring for a Group Sales Manager. The ideal candidate will possess a high level of energy, enthusiasm, creativity, and aggressiveness in the market. Additionally, the candidate should be able to think on his or her feet, be resourceful, and possess the ability to switch-task throughout the day. This candidate should also demonstrate excitement for and expertise on a destination nationally recognized for its growing tourism industry.

Job Functions:

- Generate demand and secure contracts for the SMERF, corporate, and association markets for Albany's hotel properties and event space.
- Prospects new clients and pioneer new business relationships
- Attend trade shows individually to generate RFP's for group business opportunities
- Distribute and respond to leads generated using the Customer Relationship Management system; regularly update and maintain CRM system
- Assist in the production and distribution of sales collateral and promotional items
- Offer new marketing and sales ideas, particularly where they apply to group business
- Engage with hotel and community partners. Communicate on a consistent basis with hotel staff
- Attend industry networking events to represent Visit Albany and serve in volunteer or leadership capacities
- Lead the coordination of site visits, FAM tours, client receptions, and workshops

Qualifications:

- Preferred minimum of three years' experience in tourism/DMO, hotel, or association sales or management
- Bachelor's Degree in tourism, hospitality, marketing or business
- Proficient use of Microsoft Office programs; experience with industry related CRM Systems preferred
- Ability and willingness to travel locally and nationally to events and trade shows, as well as work occasional nights and weekends. (25%)

Benefits:

- Competitive medical, dental, and vision insurance coverage
- Retirement plan, with employer contribution
- Personal time off and paid holidays
- Personal development as approved by Executive Director
- Professional memberships as approved by Executive Director