



Sales Manager

Wheeling Park District

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Closing Date:

Salary: \$82,000 - \$90,000

Description:

Job Title: Sales Manager

Job Status: Full Time – Exempt

Division: Chevy Chase Country Club

Primary Work Location: Chevy Chase Country Club

Reports To: Superintendent of Country Club Operations

Supervisory Responsibility: Sales Associate (full and part time)

Position Summary

Serves as Sales Manager for Chevy Chase Country Club by providing coordination of the sales office, developing and executing a sales plan including driving and projecting sales and establishing performance goals for sales team. This role involves identifying new business opportunities, managing relationships with clients and overseeing events from beginning to end.

Responsibilities include overall supervision and direction of all sales operations at Chevy Chase Country Club for events, weddings, social and corporate meetings. Ensures that all sales services are conducted and fulfilled in a manner consistent with the goals and objectives of the Wheeling Park District.

Essential Job Duties

- Direct reports include Full-time and Part-time Sales Associates that is expected to perform duties to ensure an exceptional experience for all potential clients and guests.
- Prepares sales budget; monitors and approves expenses.
- Prepares area annual plans, operating reports, forecasts, budgets and administers same as approved by the Board of Commissioners. Makes data-informed decisions to drive performance and resource allocation
- Develops and executes regional and local sales program and campaigns to achieve the short- and long-term performance goals of CCCC.

- Analyzes sales operating strategies, sales statistics, identifies potential markets, recommends discount rates and special pricing plans, and assesses the profitability of products and services. Will evaluate and make recommendations for pricing strategies and cost containment.
- Proactively identify and pursue new event sales opportunities through networking, outreach and lead generation strategies.
- Acts as agency representative to internal and external customers (at networking events, trade association meetings, Special Event Expos and conferences).
- Hires, trains, supervises, directs, develops and evaluates the work of subordinates as well as assists in the overall Human Resources effort. Develops and maintains good staff morale.
- Communicates effectively and on a regular basis with staff to ensure events are consistent with client objectives and exceeds expectations.
- Resolves customer concerns, staffing problems and other issues that may interfere with efficient sales operations.
- Coordinates golf outings with the Golf Operations Manager and events with the Food & Beverage Manager. Communicates with CCCC staff on a regular basis.
- Works with Communications and Marketing, providing input and information for all promotional plans and communication efforts related to operations.
- Evaluates services/operations and makes recommendation for modification in operations to the Superintendent of Country Club Operations.
- Prepares and/or directs the preparation of board summaries, monthly reports and periodic special reports.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.

Position Requirements

Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in Business Management, Business Administration, Hospitality Management or a closely related field. Must have a minimum of five (5) years of full-time related experience event sales, hospitality management and a minimum of three (3) years of supervisory or administrative experience. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted.

Skills and Abilities

- Strong organizational skills to handle multiple events, deadlines and client needs simultaneously.
- Ability to persuade, negotiate, and close deals, as well as meeting sales targets.
- Demonstrate consistent attendance and on-time arrival.
- Strong verbal and written communication for interaction with clients, vendors and fellow team members.
- Self-motivated and goal oriented to take initiative and be driven to meet sales targets.
- Ability to resolve unexpected issues that may arise during event planning or execution.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Knowledge

- Must possess the ability to hire, organize, direct and supervise the work of subordinate employees for event sales and food and beverage responsibilities.
- Must have BASSET Certification or be able to earn within 60 days.

- Must possess a Food Service Sanitation Manager Certification or equivalent.
- Excellent sales and customer skills with proven negotiation skills. Prior experience with Google office suite and related platforms such as Tripleseat, GolfNow, REACH TVs, Social Tables, and Tock Reservations software (preferred).

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed indoors.
- Driving to other park facilities will require the employee to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.
- Telecommuting eligible position

Rate of Pay: \$82,000.00 - \$90,000.00

In exchange for your time and talent, we offer a generous benefits package including: Medical Insurance: Blue Cross Blue Shield HMO, HDHP, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

Please complete the full application with the Wheeling Park District via the following link:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=287580&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>