

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Account Development Manager</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Sales</b>
<b>Reports to:</b>	<b>Senior Vice President of Sales</b>
<b>Reporting Location:</b>	<b>Partnership Tower – 701 Avenida de las Americas</b>
<b>Workdays &amp; Hours:</b>	<b>Monday through Friday, 8:00 a.m. - 5:00 p.m.</b>

**SUMMARY:** The purpose of the Sales department is to solicit national, state and regional accounts, and sell Greater Houston as a meeting or convention site.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:** (individual duties, assignments and responsibilities required of the position)

- Achieve specific prospecting and lead generation programs
- Identify prospective accounts using established lead generation methods.
- Maintain accurate and quality account records/activities in computer database system.
- Achieve department goals while operating within the approved budget.
- Assist the sales department with site visits, FAMs as directed by management.
- Expand effective relationships and communications with hotel sales, marketing and management personnel both locally and nationally.
- Maintain effective relationships by visiting clients and hotels while attending local industry events.
- Participate in various organizational functions to enhance industry knowledge and relationships.
- Other duties and special projects as assigned by management.

**SUPERVISORY RESPONSIBILITIES:** (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibility

**EDUCATION AND/OR EXPERIENCE:** (special training, certifications, college degree, etc.)

- Bachelor's Degree in business related studies
- Excellent sales techniques and track record are required, as well as effective interpersonal skills.
- Excellent written and oral communication, judgement and decision-making skills are required.
- Must possess the ability to make oral presentations in a public setting.
- Must be computer literate, with working knowledge of Microsoft Word or similar word processing software.
- Must have valid driver's license and clear driving record.

**KNOWLEDGE, SKILLS AND ABILITIES:** (technical, communication, interpersonal, etc.)

- Excellent sales techniques, networking skills and proven track record as well as effective interpersonal skills
- Excellent written and oral communication, judgment and decision-making skills
- Must be able to make effective written and oral presentations in a public setting
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, Prezi or similar software

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**WORK ENVIRONMENT:** (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions
- Ability to travel on a fairly regular basis

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** April 21, 2017

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*

An equal opportunity employer.