

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>National Account Executive</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Sales</b>
<b>Reports to:</b>	<b>Director of Citywide Sales</b>
<b>Reporting Location:</b>	<b>Washington, D.C.</b>
<b>Workdays &amp; Hours:</b>	<b>8:00 a.m. to 5:00 p.m., Monday through Friday</b>

**SUMMARY:** Responsible for developing, obtainment and overall account management of citywide association convention business for Houston. The citywide market is comprised of conference and tradeshows which utilize one of our convention venues and multiple hotels through the city. Productivity and overall success will be evaluated through room night goals as well as other metrics defined by management.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION: Essential Duties and Responsibilities:**  
(individual duties, assignments and responsibilities required of the position)

- Prospect new association accounts & manage existing business based in Washington D.C. market.
- Represent Houston at local, regional and national industry trade shows and events.
- Schedule sales calls in targeted markets as determined by account research.
- Develop new and innovative strategies that utilize local resources in promoting the destination.
- Create comprehensive offer letters in fulfillment of client's requests.
- Coordinate and execute personalized site visits to accomplish client's objectives.
- Deliver effective and targeted presentations relative to securing business.
- Maintain relationships with key stakeholders to assist with overall market knowledge.
- Acknowledge budget related items relative to sales calls, site visits and client events.
- Prepare comprehensive proposals addressing meeting specifications to include, but not be limited to, convention facility space, hotel inventory, off-site venues and all other relative meeting requirements.
- Other duties and special projects as required.

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

- This position has no supervisory requirements.

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

- Bachelor's Degree in business related studies.
- 3-5 years of destination sales or similar industry.
- CMP, CASE designations are beneficial but not required.

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

- Excellent sales techniques, networking skills and proven track record as well as interpersonal skills.
- Must possess excellent oral and written communication and presentation skills.
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, Prezi or similar software.

**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:** November 1, 2017

**CLOSING DATE:** November 15, 2017

**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.