



JOB DESCRIPTION
Boston Convention Marketing Center
Citywide Convention Sales & Hotel Relations Group

The Boston Convention Marketing Center (BCMC) is a joint effort of the Greater Boston Convention & Visitors Bureau and the Massachusetts Convention Center Authority to market and sell the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

Title of Position: **National Sales Manager** (two positions available)

Reporting Relationship: Vice President, Citywide Convention Sales & Hotel Relations, BCMC

Primary Function: Identify and book new and repeat association, corporate and trade show events at the Hynes Convention Center and the Boston Convention & Exhibition Center (BCEC). Represent Boston in a highly visible, professional and positive fashion to the convention and meetings industry.

Territory: To be determined.

Duties & Responsibilities:

- Identify and qualify association, corporate and trade show events for Boston that utilize the Hynes or BCEC.
- Prepare leads to the hotel community using online application, LeadLink.
- Manage and maintain detailed account profiles in CRM system.
- Prepare and implement account action plans.
- Complete sales reports in a timely manner.
- Prepare and conduct sales presentations.
- Conduct site inspections.
- Prepare sales proposals.
- Develop and enhance relationships with customers and industry partners.
- Attend industry and other networking events to provide maximum exposure for Boston.
- Meet all assigned sales quotas for prospecting, outside calls and definite business by managing time and territory effectively.

Qualifications: College graduate preferred with a minimum of five years of **related industry sales experience** and proven track record of success. Successful candidate will be a highly self-motivated team player, organized, professional, competitive, and will possess a 'winning' attitude. Candidate will be a strategic thinker and have excellent interpersonal and written communication skills while building productive business relationships. Knowledge of Boston is beneficial.

Office Location: Based in Boston at the BCMC Office. Remote office locations will not be considered.

Contact: Send resume, references and salary requirements to Kimberly Jewett, Executive Assistant at kjewett@BostonCMC.com