

## METROPOLITAN PIER AND EXPOSITION AUTHORITY

**Position Title:** Director of Sales, The Collection at McCormick Square

**Department:** CFO/Finance

**FLSA:** Exempt

**Date Revised:** December 2021

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**POSITION SUMMARY:** The Metropolitan Pier and Exposition Authority (MPEA), the owner of McCormick Place Convention Center, the nation's largest convention center, as well as the 10,000 seat Wintrust Arena, Marriott Marquis Chicago and Hyatt Regency McCormick Place. The primary responsibility of this position is to drive revenue for the Collection at McCormick Square with a focus on short term group meeting business that requires 2,400 peak room nights or less and utilize Hyatt Regency McCormick Place, Marriott Marquis Chicago and may require space in McCormick Place Convention Center and/or Wintrust Arena.

### **ESSENTIAL FUNCTIONS:**

- Effectively solicit, identify, and qualify new business opportunities (leads) to meet the defined business parameters
- Business development, generates and manages a consistent flow of sales leads for the Collection
- Maintains strong network and partnership with all campus stakeholders including Hyatt Regency McCormick Place, Marriott Marquis Chicago, McCormick Place Convention Center, and Choose Chicago
- Manage and coordinate Collection proposals in collaboration with key stakeholders
- Ensures that business is turned over properly and in a timely manner for quality service delivery
- Coordinate and streamline the life of a booking from RFP thru contract process in collaboration with campus business units
- Consistently meets revenue / room night goals and measurable objectives for Collection sales growth
- Accurately forecasts and reports on sales pipeline
- Lead coordination of Collection site inspections in collaboration with all business units
- Responsible for setting and developing quality standards for FAMs, site inspections, proposals and presentations

## Senior Sales Manager

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- Understand competitor's strengths and weaknesses in order to differentiate Collection at McCormick Square
- Assist with the development and maintenance of sales and marketing materials
- Travel on a limited basis and participate in sales calls, site inspections, entertainment, networking events, training (as assigned)
- Other duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelor's Degree in business, Marketing or related subject.
2. Minimum of three years practical experience in similar group or convention role..
3. Excellent written and verbal skills and orientation to customer service.
4. Professional presentation, appearance and work ethic.
5. Excellent customer service skills.
6. Strong computer skills.