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## JOB ANNOUNCEMENT

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### **Facilities and Golf Sales Coordinator (Full-Time, Year-Round, Exempt)**

**Description:**

Plans and manages sales programs for District Facilities and Services, including the Chateau, Aspen Grove, Mountain Course Clubhouse and Diamond Peak Summer, for use by community groups and other customers by performing the duties listed below. Creates and monitors comprehensive sales plans to increase revenue and growth at facilities & golf courses.

**Position Responsibilities:** *(this list is not all inclusive of job duties and responsibilities).*

Provides excellent guest service to external and internal customers. Creates, implements and manages comprehensive sales plans to increase sales, while achieving profitability targets for the District's facilities and golf courses. Accomplishes sales goals by successfully executing all aspects of sales plans. Generates and develop leads from cold calls. Actively seeks new business by following up on all leads, including email, phone and meeting association leads. Keeps detailed records of all customer/prospect files. Responsible for generating and providing sales reports, contacts and leads weekly or as necessary. Up sells all IVGID facilities. Talks with prospective customers and provides information on golf tournament services and facilities for a variety of events. Must have good working knowledge of golf operations, food and beverage service. Answer questions and provides information regarding golf, facilities and catering amenities, policies, building policies, contractual requirements, settlements procedures, and cost estimates; assist clients in finalizing booking arrangements. Develops contracts in accordance with facilities needs and sends to customer for acceptance and agreement of payment terms. Prepares contracts, correspondence, and completes other documentation including deposits and contract amendments. Confirms receipt of deposits and secures necessary payment arrangements; assist Accounts Receivable as needed. Updates the Facilities website as needed. Assists in updating and creating campaigns to fill off peak business. Tracks leads to determine success of marketing programs. Participates in development of the annual budget and sales goals for areas of assigned responsibility. Conducts analysis of present and potential markets for new or existing products or services. Solicits other avenues for facility revenue via cooperative partnerships and special events; develops new ideas to improve facility visitation. Researches, plans and participates in trade shows as it pertains to facility or golf business. Works with the marketing committee on advertising campaigns and promotions; including brochures, fliers, correspondence and other written materials. Conducts facility tours with prospective clients. Prepares various reports on operations and activities. Performs special projects or other duties as assigned from time to time.

**Qualifications:** Bachelor's degree (BA) in marketing or related field (business, journalism, public relations, or marketing) from four-year college or university; and four years related hospitality sales and marketing experience, including comprehensive knowledge of the sales function. Must have good working knowledge of golf operations, food and beverage service, coordinating and scheduling special events or programs within a service related industry, or equivalent combination of education and experience.

**Other Skills Or Abilities:** Excellent organizational, planning, communication and guest service skills; good writing and computer skills for word processing, spreadsheet; ability to be fully trained and knowledgeable in the use of any and all computerized facility rental/scheduling programs used by the District. Possesses the ability to handle details accurately, to prioritize work to meet established deadlines, to work with the public politely and efficiently, ability to deal effectively with constant change in priorities and present a composed and friendly, helpful presence when dealing with sometimes irate or upset customers, functions well in a highly political environment and ability to work a schedule that includes weekends and holidays.

**Compensation:** Base salary range is \$23,670 - \$25,000 annually, depending on experience, plus generous commission structure. This position receives a fantastic benefit package including: medical, dental, vision, short and long term disability, company-paid pension plan, 457 Deferred Comp plan, Section 125 Flex plan, vacation and sick leave, holiday pay, food discounts and recreation privileges at District facilities.

**Application Filing Date:**

Applicants must submit a required IVGID application (resume optional) immediately to Human Resources at 893 Southwood Boulevard, Incline Village, Nevada 89451. Position open until March 12, 2010 at 5pm. On-line application available at [www.yourtahoepalace.com](http://www.yourtahoepalace.com).

Posted 2-26-10

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One District – One Team

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