

Group and Event Sales Manager – Air Zoo (Portage, MI)

The Air Zoo is seeking a Group and Event Sales Manager to manage all aspects of the Group and Events Department including staff and weekly events and group tours. The qualified candidate will be responsible for generating new business, meeting targeted sales goals and attending industry expos and networking events. The Air Zoo is a unique venue and increasingly popular choice for Corporate and private meetings, parties and events.

This is a full-time/exempt position reporting to the Director of Advancement.

Summary Responsibilities:

- Serve as Manager, lead team member, and community representative for the Group and Events Department. Oversee Group and Events Team Members (staff, interns, volunteers) in the daily work and activities of their positions
- Use the Air Zoo's Strategic Plan to inform and define annual customer and revenue goals for the Group and Events Department; incorporate annual department goals into an annual Sales Plan for presentation to the Director of Advancement; participate in the Air Zoo's annual budget development, management, and reporting.
- Attend and represent the Air Zoo at industry expos and networking events for the purpose of growing the organization's contacts, leads, and bookings of groups and events and lead Familiarization (FAM) Tours for potential clients, securing and facilitating bookings, greeting groups and clients upon arrival, and ensuring all clients' needs and expectations are being met during their events. Work collaboratively with the Air Zoo's Marketing Department on promotions and promotional events.
- Coordinate, manage, and supervise all internal Air Zoo event logistics (fundraisers, receptions, members-only events, special events, speakers, etc.)
- Serve as lead sales coordinator for Air Zoo Memberships. Work collaboratively with the Membership Coordinator to promote and sell memberships, organize member events and activities, schedule Membership sales team members, and develop reports.
- Evening, weekend and holiday hours required. Flexible scheduling available.

Education / Experience Required

- Bachelor's degree or equivalent in Event Management, Marketing, Sales, or related fields; or equivalent combination of training and experience.
- Minimum of three years Management/Customer Service experience.
- Minimum of two years Sales experience.
- Excellent written, verbal, and interpersonal communication skills. Ability to communicate effectively and positively with staff, interns, volunteers, partners, vendors, clients, and guests

To apply for this position please send your résumé and cover letter, including salary requirements, to Careers@Airzoo.org. Visit http://www.airzoo.org/page.php?menu_id=50 for a complete position description. Résumés will be accepted until the position is filled.