



Company: Visit Newport Beach

Position: National Account Director

Job Type: Full-Time Employee

Reports to: Senior Vice President of Sales

Summary of Position:

The National Account Director's primary objective includes selling, promoting, and securing meeting opportunities for Newport Beach partner hotels generating occupancy and group revenue for stakeholders. The role is accountable to professional brand representation throughout all industry events and in all client and stakeholder communication. **Applicants must have 7-10 years of hotel sales or CVB sales experience. MUST be in market, no remote candidates will be considered.**

Duties and Responsibilities (including but not limited to the following):

- Proactively solicit group sales in assigned geographic/vertical markets producing the group business leads for hotel partners with a conversion ratio that ensures that room night goals are met
- Manage travel, trade show participation, sales trips, site visits and other meeting planner outreach activities ensuring a strategic and robust set of sales initiatives and activities to accomplish lead/definite production
- Develop and maintain professional relationships based on mutual trust and confidence with hotel partners, customers, and colleagues
- Strong ability to navigate through the sales process including qualifying, negotiating, overcoming objections, closing group leads combined with solid understanding of destination strengths and weaknesses to speak an expert to clients and stakeholders
- Offer innovative and strategic solutions in a relentless pursuit of securing best programs for hotels
- Manages Simpleview CRM (Customer Relationship Management Systems) database with current qualitative content that reflects knowledge of account and related contacts
- Understand mission of Visit Newport Beach and finesse obstacles with internal and external clients
- All other duties as assigned by Senior VP of Sales/DOS

Qualifications:

- 4-year college degree
- 7+ years of senior sales experience in hotels and/or with a Destination Management Organization; ideal candidate will have Southern California/Arizona market experience
- Strong leadership, time management, administrative, and interpersonal skills
- Able to multitask and prioritize workload and projects simultaneously in a fast-paced environment
- High degree of diplomacy and professionalism in all facets of communication as Newport Beach brand representative, strong work ethic, consistently professional and prepared

- Developed organizational and time management skills, with attention to detail applied to accurate documentation and follow through
- Strong ability to multitask and adhere to deadlines, work with little supervision
- Ability to create, plan and execute action plans related to primary markets and room night goal
- Ability to travel independently to domestic destinations via commercial airlines
- Must have use of own vehicle to carry out VNB (Visit Newport Beach) business
- Work hours may vary and may require evenings and weekends

Benefits:

- 401(k) employee contribution with up to 5% company match
- 401(k) 3% profit sharing (no-match required)
- 9/80 Flexible schedule (every other Friday off)
- Hybrid Work from home schedule **(must be located in Orange County for hybrid schedule of 3 days in-office)**
- 100% Company-Paid Health, Dental and Vision Insurance (employee only)
- 100% Company-Paid Disability and Life Insurance (employee only)
- Paid Time Off • Paid Holidays
- Wellness Benefit
- Stay & Play Benefit
- Auto Allowance
- Cell Phone Reimbursement
- Home Internet Stipend
- Flexible Spending Account

Compensation: Salary range of \$110,000 to \$125,000 based on experience and skill / bonus up to 40% of annual salary upon completion of agreed-upon goals.

Schedule: Monday to Friday with optional 9/80 Schedule (every other Friday off)

If you feel you meet or exceed these qualifications, Visit Newport Beach, Inc. would love to hear from you.

Newport Beach & Company and Visit Newport Beach, Inc. are fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal or state law. We provide a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

The above position profile is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their manager in compliance with Federal and State Laws.