

VICE PRESIDENT, BUSINESS DEVELOPMENT

Business Development team at CSI DMC located in Las Vegas, NV

The **Vice President of Business Development** fulfills an integral role within the Business Development team. The position is ideally suited to a self-motivated individual with a passion finding and qualifying opportunities, while demonstrating exceptional client service. The ability to meet goals, persuade and engage stakeholders is paramount.

CORE RESPONSIBILITIES:

- Sources and develops business opportunities for CSI through established network of contacts.
- Actively sources new relationships and business through research, lists, relationships and opportunities.
- Reaches or exceeds defined lead generation and revenue goals.
- Actively visits and markets CSI services with identified hotels and other sourced opportunities.
- Develops and maintains strong relationships with the CVB and other local stakeholders.
- Obtains, reviews and pursues business from hotel/CVB/industry lists.
- Works collaboratively with aligned Account Manager/Executive to “win the business.”
- Works collaboratively with colleagues to meet collective revenue goals.
- Attends industry meetings and is active in the local community as a “face” of the organization.
- Works strategically on building cross-destination business, with a focus on deeper penetration of multi-year and/or multi-project key accounts.
- Provides continuity of care for any CSI key accounts assigned.
- Assists with or directly closes business as needed, regardless of the source.
- Attends trade shows and sales missions as required.
- Represents CSI as a brand and underscores its core values.
- Creates and maintains data files in accordance with CSI standards.
- Produces production reports regularly or as needed.
- Has accurate and timely accounting records (expense reports, credit card reconciliation etc).
- Other tasks as assigned by the President or COO, or as the position evolves.
- To perform the job successfully, the Account Executive must demonstrate the following:
- *Integrity* –Adhere to high ethical standards. Help to maintain the Company's reputation. Use discretion in handling confidential information.
- *Accountability* –Take responsibility for own mistakes and works to correct them. Able to meet required deadlines.
- *Adaptability* –Adapt quickly to change. Cope with the pressure of time, responsibility and work load effectively.
- *Execution* – Deliver on commitments in a timely, efficient and cost effective manner to ensure results are achieved.
- *Quality* – Work is professional, accurate and complete; shows attention to detail.
- *Passion* – Show positive energy.
- *Communications* – Keep supervisors and others informed of important work related items.
- *Teamwork* – Maintain good working relationships with others.
- *Planning and Organizing* - Plan work to use time and resources efficiently and productively. Prioritize assignments and activities accordingly.
- *Job Knowledge* - Aware of responsibilities in current position. Has the knowledge and skills needed for the position. Keep up-to-date on job knowledge and applies to his/her job.
- *Profitability* - Contributes to the financial success of the company.
- *Relationships* - Maintains positive relationships with client/owner, architects and subcontractors.

REQUIREMENTS:

- Exceptional verbal and written communication skills.
- Demonstrated desire and ability to engage influence and persuade decision makers.
- Creative, flexible personality with a realistic yet positive “let me find a way!” mind-set.
- Demonstrated capacity to work autonomously toward goals.
- The ability to organize and methodically research lists, contacts, opportunities.

- The ability to “discover” new opportunities through networking, research and engagement.
- Has a natural “curiosity” around new ideas, themes venues and concepts.
- Willing and able to attend industry networking events.
- Strong organizational skills and a proactive approach to tasks.
- Ability to work collaboratively with colleagues at any level of the organization.
- Able to work as part of a team to “get it done”
- Willing to learn new technology options independently or as part of internal training.
- Able to accept direction or act as team lead where assigned.
- Willing to co-manage event operations in peak periods or as a means of further training.
- Work involves evenings and weekends as needed.
- Bachelor’s Degree or equivalent mix of education and experience
- A minimum of 7 years of experience working with progressive responsibility in a DMC
- A minimum of 10 years of relevant hospitality experience
- Proficient in Microsoft Office
- Exceptional communication skills
- Excellent critical thinking and problem solving skills.
- Ability to think strategically as well as execute and implement ideas
- Ability to multi-task, be proactive and establish priorities
- Ability and desire to learn new programs, software and trends
- Efficiently work under pressure in a dynamic deadline-driven environment

Please Note: This job description is intended as a general summary of the position; however, the individual will be expected to perform any functions or responsibilities that may be assigned from time to time. The functions and responsibilities of the position may change over time, in special circumstances, or on an individual basis. This job description is not intended to limit or otherwise affect the work to be performed or assigned.