



JOB TITLE: Membership Sales Coordinator

SALARY RANGE: \$ 45,259.00 - \$ 63,389.00

OPENING DATE: October 4, 2018

CLOSING DATE: UNTIL POSITION IS FILLED

WORK HOURS: Monday – Friday 8:30 AM – 5:30 PM, some evenings, weekends, and some travel

JOB SUMMARY: Under general supervision, is responsible for promoting the Visit San Antonio membership model, securing definite membership commitments, and coordinating membership programming and activities. May exercise functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Establishes and maintains contact with representatives of current and potential membership partners
- Identifies and maintains accurate files on current and prospective members, including through use of the Customer Relations Management (CRM) System
- Establishes and coordinates member programs to include onboarding, new member orientation, educational programs, and including associated materials
- Conducts outreach to prospective members to include communication of benefits, and appropriate follow up
- Coordinates with relevant stakeholders to ensure members have access to all appropriate benefits
- Achieves budgeted revenue goals for new members and Affinity programs
- Maintains knowledge of organizational goals, objectives, events and membership benefits
- Performs related duties and fulfills responsibilities as required

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of sales techniques
- Ability to work successfully in an independent or team environment
- Ability to maintain sensitive and confidential information
- Ability to multi-task; demonstrates strong organization and time management skills
- Ability to work in a fast paced and deadline driven environment with strong attention to details
- Strong verbal and written communications skills
- Skill in utilizing a personal computer and associated software programs to including proficiency Microsoft Office products

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university
- 2 years related work experience
- Valid Class 'C' Texas Driver's License

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged.

PHYSICAL REQUIREMENTS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions.

To apply for this position, please send your application, resume, and cover letter to jobs@visitsanantonio.com