

Account Director – Permanent, Full-Time

With 300,000 square feet of convention space, a central location in the Fallsview Entertainment District, walking distance to 4,000 branded guest rooms and easy access to wine country, you can plan to be impressed by Niagara Falls Convention Centre — Niagara’s largest meetings and events facility.

The Niagara Falls Convention Centre (NFCC) is looking for a driven, passionate, and experienced sales professional with a track record of meeting and exceeding sales targets, to join the team. The primary focus of this position is in the **Corporate and/or Association Markets**. Responsibilities will include generating leads and soliciting new accounts, as well as developing and maintaining relationships with key clients in order to produce group and conference business for the NFCC. The successful candidate will be required meet or exceed personal and departmental goals through strategic planning, initiation, and implementation of proven sales & promotional techniques, and ensuring client loyalty by delivering service excellence in all aspects

This position can be based in either Niagara Falls, Ontario, or a home-office in the Greater Toronto Area.

Key Responsibilities include but are not limited to:

- Responsible for lead generation, solicitation, qualification and securing bookings with the NFCC;
- Source and secure appropriate space requirements for conventions and events in EBMS (Convention Centre Space software) to maximize revenues and ensure best customer experience.
- Successfully prepare and issue license agreements, with appropriate follow up on required documents and deposits
- Achieving annual sales targets and monthly activity goals as outlined by the Director of Sales and Marketing;
- Preparing and implementing annual Sales Action Plans for assigned market;
- Representing NFCC at trade shows and conventions throughout North America;
- Planning Sales trips with qualified clients and organizing itineraries;
- Hosting clients in Niagara Falls and at NFCC for site inspections or fam trips;
- Maintaining exposure and industry involvement through various key client and community organizations;
- Prospecting potential and new clients by conducting research and following up on leads;
- Fulfilling other duties as assigned by the Senior Management Team.

Required Knowledge, Skills, Abilities and Other Attributes:

- Related post-secondary educational background and three to five years' experience in a Business Events Sales and Marketing environment with proven success;
- Ability to travel to tradeshow and/or sales trips throughout North America and Internationally, as needed;
- Required to hold and maintain a valid Passport and Driver's License;
- Ability to support a 24/7 organization;
- Currently, possess an established network of contacts within the Hospitality/ Conference Management or related industry, and are eager to grow and expand current network;
- Possess strong communication/ presentation skills with the ability to effectively persuade in both speaking and writing;
- Ability to champion our brand and corporate identity in positively representing NFCC at all times;
- Ability to maintain ongoing communication with office headquarters;
- Ability to work independently as a self-starter that prioritizes, organizes, and work and effectively to resolve workload issues;
- Strong knowledge of business communications with ability to prepare correspondences;
- Ability to work independently in the absence of supervision;

How to Apply

Email your resume and cover letter to careers@fallsconventions.com with the subject heading "Account Director". The deadline to apply, is May 30, 2022.

Niagara Falls Convention Centre is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all candidates for their interest and will directly contact those selected for an interview.