



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

Job Title: Manager of Business Development

Department: Sales & Marketing

Supervisor: Director of Sales & Marketing

Human Resources Representative: Melissa Vele, Director, Human Resources

Applicants can submit their resume via: fax (212 216-4484), e-mail hronline@javitscenter.com or mail to Human Resources, Jacob K. Javits Convention Center of New York, and 655 West 34th Street, NY, NY, 10001.

Job Summary:

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, serving as one of New York's most important economic assets that supports the hotel, restaurant, tourism and transportation industries. As a host to some of the world's most iconic brands, the Javits Center has emerged as an industry leader in security, sustainability and technology. With a major expansion project set to be completed in 2021, the Javits Center is seeking a new Manager of Business Development to play an integral role in the promotion, booking and marketing of this historic expansion, including a 53,000 square-foot special event space and a 1,500-person rooftop pavilion overlooking the Hudson River. The Manager of Business Development will focus on soliciting a wide range of special events, including corporate meetings, product launches, cocktail functions and fundraisers, and implement new sales efforts that target high-impact events with a local, national and international reach.

Main Areas of Responsibilities:

A qualified candidate will:

- **Generate new business.**
 - Meet with event producers, meeting planners and event planners to market convention center space and the unique services of the facility;
 - Field sales inquiries from global audiences and maintain and develop working relationships with industry leaders and influencers;
 - Fully qualify business and prepare proposals based on space requirements; and
 - Collaborate with NYC & Company, as well as the sales and catering departments of the local hotel community, and special event facilities, to develop new business and service existing customers.
- **Manage Client Relationships.**
 - Serve as a liaison between clients and internal departments to ensure seamless turnover from the Sales Department to the service units, including thorough reviews of license agreements and amendments;
 - Serve as a liaison between clients and catering vendors;
 - Follow-up with clients on outstanding licenses, payments, surveys, etc.;
 - Manage client/event information and data in internal systems; and
 - Conduct site inspections to include appropriate departments or leadership.
- **Enhance Overall Operations.**
 - Work in sync with operations team to ensure flawless execution for events, including all communication on any changes/updates to events and any specific needs for a successful event based on client expectations;
 - Prepare reports and projects for the Director of Sales and Marketing;
 - Assist in preparation of special events, special projects and budget forecasting;
 - Attend industry functions and planning meetings as needed;
 - Maintain professional and technical knowledge by attending educational workshops, reviewing relevant publications and participating in professional societies and networks; and
 - Ensure all assigned organization objectives are completed in a timely fashion.

Experience, Education & Requirement

- BA or MBA in Business or Marketing. Ten years of experience can supersede education requirements.
- 5 -10 years industry experience (Hotel Sales or Convention Center Sales/or Services)
- Works cooperatively and effectively with others in the accomplishments of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing, including phone skills.
- Demonstrated a high level of proficiency in the Microsoft suite of applications such as Word, Excel, PowerPoint, and Outlook.

- Strong and consistent ability to prioritize activities and handle multiple responsibilities within a specified time frame.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, past service in the Armed Forces of the United States, sex, or age as provided by law.

