

Odessa Chamber of Commerce  
Job Description

Job Title: Sports & Convention Sales Specialist

Department: Convention and Visitors Bureau

Primary Function: Sports and Convention Sales/Service

Reports To: Director of Convention and Visitors Bureau

FLSA Status: Exempt

Prepared Date: June 4, 2019

Approved Date: June 4, 2019

Summary: Responsible for the sales and event servicing of Social, Military, Education, Religion, Fraternal (SMERF), and Sports Market related groups

**Essential Duties and Responsibilities - Other duties may be assigned**

Research SMERF and Sports Market groups to establish what is best suited for the Odessa market by determining the organization's size, needs and economic impact.

Contact new and established associations with the SMERF and Sports market by phone, internet, email, letter and/or office visits.

Create and be the staff contact for a Sports Committee, comprised of local volunteers who are knowledgeable in sports tournaments and events, who meet as needed to help develop leads and contacts.

Properly create and/or maintain files based on responses received through research.

Present oral presentations promoting Odessa as a convention site to various groups.

Generate requests for proposals (RFP) in the SMERF and Sports markets.

Work closely with local hotels and event venues regarding convention groups.

Work with meeting planners of booked conventions to determine the group's needs and provide them with the required servicing.

Advertise and facilitate the Sports Enhancement Recruitment Program (SERP) grant process which includes promotion, budgeting, maintaining deadlines, and communicating with the Sports Committee.

Assist in preparation of annual CVB and SERP budgets.

Compile monthly report for the Director of Convention and Visitors Bureau.

Build and maintain relationships with local sports representatives by seeking out annual sporting events, playoffs, and tournaments and collecting room night data.

Travel required for sales calls in Austin, Houston, Dallas, and other determined locations.

Some travel required by attending continuing education seminars and conferences for professional growth.

Attend, assist and represent the Odessa CVB at various CVB Events and Chamber of Commerce functions.

### **Supervisory Responsibilities**

This job does not require supervisory responsibilities

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

College degree or related experience preferred.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, letters and emails. Ability to speak effectively before groups of customers or employees of an organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to create and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in standardized situations.

### **Other Skills and Abilities**

Possess general knowledge of computers and common computer programs.

## **Certificates, Licenses, Registrations**

Current Texas Driver's License

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle objects, tools or controls. Sufficient dexterity to operate a computer keyboard or calculator. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, talk and hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.