



JOB POSTING

Account Executive

Circa specializes in professional destination management services supporting conventions, corporate meetings, association conferences, non-profit organizations, and other group gatherings of all types and sizes.

We produce custom events with precision and flair, orchestrate smooth logistical operations for large groups, capture and convey the authentic spirit of all the unique destinations in which we operate, and manage programs from their outset through to completion.

Throughout every program, we endeavor to make discovery, inspiration, excitement, engagement and entertainment part of our guests' journey.

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Primary Responsibilities:

- Responsible for increasing overall area destination management sales volume by developing key relationships with new accounts and growing existing assigned accounts.
- Manage and maintain existing relationships with key accounts as well as focus on new business development to maintain a strong robust pipeline of opportunities.
- Participate in industry related organizations, and local community to develop business. Attain leadership status when possible.
- Qualify leads and develop innovative program strategies to win business and achieve individual annual sales goal.
- Partner with performance team on proposal development and surpassing client objectives. In some cases, development client proposals independently.
- Arrange and conduct site inspections for clients, entertain clients and develop a personal rapport.
- Finalize and close program and event contracts with clients, arranging for program deposit and signed contracts prior to turnover to the operations team.
- Must be detail oriented in keeping CRM and all metrics recorded.
- Manage travel & client marketing budgets and schedules for appropriate approval.
- Initiate sales calls and follow up.
- Update hoteliers and clients on a regular basis on new venues, services and destinations.
- Be available during program for client contact.
- Ensure that sales/gross profit goals are met and clients' programs exceed their expectations.
- Follow up with clients on future program opportunities.
- Remain current and knowledgeable of industry trends and developments.
- Implement and execute business and marketing plan for market.



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Qualifications:

- 5 or more years' experience in sales, specifically in a DMC, incentive travel, event management or related field preferred.
- Bachelor's degree in Hospitality & Tourism, Business Management, Marketing, Communication, or related degree preferred.
- Knowledge of client development including new business development, lead follow up, qualifying the client, proposal presentation.
- Knowledge of program design and development, from inception through contract.
- Proven ability to meet sales goals consistently.
- Must be able to interpret, define and document complex program requirements.
- Must be able to develop and maintain strong supplier/partner, hotelier, and community locations.
- Must be able to read, analyze, and interpret client proposal requirements, RFPs, contracts, financial reports, and other legal documents.
- Must be able to prepare reports, write business correspondence, and develop and write proposals and sales reports.
- Must be able to effectively present information and respond to questions from clients, supplier partners, and hoteliers.
- Must be able to calculate program costs, percentages, discounts, profit margins, and perform other mathematical requirements involved in proposal development and contract negotiation.

Locations:

Remote position / preferred locations

- South Florida (Miami, Ft. Lauderdale, Naples, Marco Island, Ft. Myers)
- Orlando
- DC/Mid-Atlantic
- Texas (Dallas, Houston, San Antonio, Austin)
- Arizona (Phoenix, Scottsdale, Sedona, Tucson)
- Southern California (San Diego, Palm Springs, Los Angeles)