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*The mission of the Convention and Visitors Bureau of Dunwoody, Inc is to generate economic development for Dunwoody by effectively marketing the facilities of the community and the surrounding areas as a preferred business, convention and tourism destination. The Corporation is the visitor's and meeting professional's trusted partner – the heart, soul and energy of our destination. We drive economic success and enhance the quality of life in our community. By establishing a convention and visitors bureau founded on excellence, Dunwoody will become a better destination.*

**The Convention and Visitors Bureau is seeking to hire a Sales Manager to assist in meeting these goals.**

The Sales Manager will be responsible for communicating with prospective and confirmed visitors to the Dunwoody Convention and Visitors Bureau which includes but is not limited to the following: assisting in generating and qualifying new leads; conducting appropriate follow up for leads generated from advertising; trade shows and sales calls; assisting in planning and executing marketing plan; identifying new opportunities for advertising and marketing; developing and prepares necessary sales materials; assisting in coordinating sales events to promote locations and facilities; managing databases for mailing lists; processing and distributing sales leads to hotels; assisting in RFP preparation and developing relationships with hotel and key community leaders.

The ideal candidate should have experience in creating, working with or for, or direct knowledge of a "start up" or newly established Convention and Visitors Bureau. Two to three years of experience in hospitality sales and marketing, convention and visitors bureau preferred. Bachelor's degree in marketing, public relations or business administration preferred.

For consideration please send resume, cover letter and salary history as a Word Document to: [info@DiscoverDunwoody.com](mailto:info@DiscoverDunwoody.com)

Salary is commensurate with experience. Position is open until filled.

Sponsorship not offered. US Citizen or current US Work Authorization required. Only candidates that meet the requirements will be considered.

For further information please contact us at [info@DiscoverDunwoody.com](mailto:info@DiscoverDunwoody.com) or 678-244-9800