

Event and Group Sales Manager

Historic Philadelphia, Inc.

Historic Philadelphia, Inc. (HPI) is a non-profit organization with a mission to make our nation's history relevant, real, and fun by enlivening historic sites through storytelling, interactions, and education. As part of this mission, HPI operates, maintains, and improves the Betsy Ross House, Franklin Square and Once Upon A Nation.

The Event and Group Sales Manager is responsible for managing all sales-related activities for Historic Philadelphia, Inc. products. This position will increase sales revenue by growing current client relationships, establishing new relationships with customers and partners, and identifying new revenue opportunities. The Event and Group Sales Manager will directly supervise the Field Trip Coordinator.

Responsibilities Include:

- Maintain and build relationships with 200+ tour operators as well as social and corporate groups.
- Perform all sales-related activities, including maintaining existing client relationships, cold calling and prospecting, writing proposals, attending local and national trade shows, and attending local networking and industry events.
- Facilitate private event rentals for the Betsy Ross House and Franklin Square. Assist event clients through various steps of the event planning process, from initial inquiry all the way through post-event follow-up.
- Oversee Field Trip Coordinator to ensure sales goals are met and school visits are executed successfully.
- Direct sales strategies to ensure revenue is maximized.
- Analyze education and events bookings to ensure programs/products are profitable.
- Create and maintain annual sales goals, plans, and budgets for group sales, Field Trip sales, and event sales.
- Maintain revenue spreadsheets and profit & loss statements.
- Provide direction to the marketing team to develop marketing materials, including group planners, trade show profile sheets, education brochures, etc.
- Collaborate with programming department to identify new products and revise current programming to better meet the needs of HPI's clients.
- The position requires strong written and verbal communication skills, creative thinking, supervisory experience, and willingness to work in a team environment.
- Proficiency in MS Office and strong computer skills needed.

To Apply

If you are interested in this position with Historic Philadelphia, please send a cover letter and resume to jobs@historicphiladelphia.org

Historic Philadelphia is an equal opportunity employer and is a drug-free work environment