



## JOB DESCRIPTION

<b>DEPARTMENT:</b> Sales & Events	<b>TITLE:</b> Senior Manager Sales & Events	<b>REPORTS TO:</b> Chief Financial Officer
<b>DATE EFFECTIVE:</b> January 1, 2020	<b>FULL-TIME or PART-TIME:</b> Full-Time	<b>EXEMPT or NON-EXEMPT:</b> Exempt

### ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden (Garden) has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Garden is a top San Antonio attraction that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Garden features 38 acres of nature space located deep in the heart of San Antonio. For more information, visit [www.sabot.org](http://www.sabot.org).

### SUMMARY OF RESPONSIBILITIES

The Senior Manager Sales & Events is responsible for the overall success of the department. This person will have revenue goals as well as non-monetary goals such as quantity and quality of events. ***The Garden is opening a new event center in March 2020, along with a grand lawn for rentals.*** The venue will serve 800 people. In addition, the Garden has numerous additional areas in the Garden for rentals.

### COMPETENCIES/SKILLS

- Provides a signature guest experience through outstanding customer service.
- Supervises a team to successfully increase revenue and exposure in San Antonio.
- Hires and trains staff.
- Maintains client relationships with industry partners such as Visit San Antonio, Destination Management Companies, Destination Management Organizations, Meeting Planners, and Wedding Planners.
- Attends networking engagements to establish new partnerships and Garden recognition.
- Works directly with Director of Marketing to develop marketing and advertising plans for rentals and events.
- Establishes sales quota for self and Manager of Sales. Approximately 50% of this position is direct sales with customers.
- Strives to make the Garden events and rentals the best in San Antonio bar none!
- Creates and maintains budget for the department. The annual budget for this department of the Garden is estimated at \$750,000 for the first year of the new venue.
- Maintains knowledge of Garden programs and events.



## Senior Manager Sales & Events (continued)

### COMPETENCIES/SKILLS (continued)

- Develops, maintains and promotes positive and professional relationships with internal staff, volunteers, members, vendors (caterers), contractors, media and the general public in order to achieve departmental and organizational goals
- Assists and performs other duties as assigned.

### QUALIFICATIONS

- Requires five or more years event planning experience. A bachelor's degree is preferred.
- Requires quick problem solving skills.
- Bi-lingual or multi-lingual is a plus.
- Communicates well with guests. Remains polite, courteous and helpful at all times.
- Working knowledge of Microsoft Office suite.
- Ability to successfully pass a criminal background check.
- Ability to work independently as well as in a team environment.
- Ability to work outside.
- Evenings, weekend and/or holiday work will periodically be required to deliver programs or to provide staff support to events.
- Occasional bending, stooping, reaching, crouching or light lifting (up to 25 lbs).
- Prolonged periods of standing, walking or delivering programs in varying environmental conditions.

**Compensation:** Compensation will be commensurate with the qualifications and experience of the individual.

### Application Instructions:

To apply, email a cover letter and resume to [employment@sabot.org](mailto:employment@sabot.org). Please add in the email subject line **Senior Manager Sales & Events**.

*Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.*

**The San Antonio Botanical Garden is an Equal Opportunity Employer**