

\*\*\*POSTION AVAILABLE\*\*\*

**ANTICIPATED START DATE:** April, 2010

**JOB LOCATION:** American College of Surgeons  
20 F Street  
Washington, D.C. 20001

**JOB TITLE:** Manager, Sales, Marketing and Events

**BASIC FUNCTION:** Management of the 20 F Street Conference Center as a first-class, for-profit event venue. Responsibilities will include the marketing and sales of the facility; coordination of client events; communication of needs to vendors, building staff and all other suppliers; and on-site event management. Responsible for an annual budget and five-year sales plan. This is an exciting opportunity for a self-starter.

**OTHER DETAILS:** 20 F Street is a new building owned by the American College of Surgeons, and is located on Capitol Hill, two blocks from the Metro and Union Station and walking distance to the Capitol and legislative office buildings. Building occupants include the ACS's Division of Advocacy (10<sup>th</sup> floor) with a variety of tenants on floors 2-9. A health club and limited indoor parking will be available for tenants.

Event venue space includes a first floor conference facility consisting of two permanent-set board rooms with capacities of 26 and 18 (one with a video-conferencing system); one 2,500 sq ft conference room divisible into two sections; and a 3,000 sq ft roof open-air terrace.

**REPORT TO:** Felix Niespodziewanski, Director, ACS Convention and Meetings

**JOB DESCRIPTION:** Maintain the integrity of the conference center as a first class facility by providing the customer with an exceptional event experience. Develop and implement a marketing strategy to maximize the sale and use of the conference facility space. Marketing plan will include, but not limited to, print and collateral materials, website maintenance, industry meetings and events and membership to select industry associations. Develop standardized policies and procedures in the communication, coordination and execution of events. Fulfill the client's needs by providing advance and on-site coordination with the client, caterer, building staff and all related vendors. Assist in the annual evaluation of preferred vendors and service providers. Prepare budget and manage expenses. Additional support may be provided by the caterer, outside vendors and both DC and Chicago ACS Staff.

**QUALIFICATIONS:**

Bachelor's degree with five to seven years of meeting planning or conference center related experience. Demonstrated financial responsibility and accountability. Excellent organizational and communication skills. Individual must be a self-starter. Must have the ability to work independently but also provide leadership within a team environment. A high degree of customer service is a must as well as the Ability to multi-task under pressure while consistently maintaining composure, poise and professionalism. Must be willing to travel. Evening and weekend work will be required. Knowledge and experience in various computer software programs (WordPerfect, Word, Excel, File Pro, PowerPoint).

Salary requirements must be submitted with resume in order to be considered for the position. Sorry, no exceptions.

If interested, please submit qualifications and contract proposal to [acsjobs@facs.org](mailto:acsjobs@facs.org) by February 26, 2010 (end of business).