



Job Title: Senior Director of Sales

Department: Sales & Marketing

Supervisor: Senior Vice President, Sales & Marketing

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

Reporting to the Senior Vice President (SVP), Sales & Marketing, the Senior Director of Sales is responsible for providing leadership, direction, and guidance to the Sales team. This role will support the development and execution of the Javits Center's sales strategies, driving revenue growth while delivering exceptional client service and satisfaction. Through effective relationship building, account management, and strategic partnerships, the Director of Sales will maximize sales opportunities, generate new business, and significantly contribute to the economic impact of the City and State of New York.

The hiring range for this position is \$175,000.00 - \$190,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon the candidate's relevant skills and experience. Interested candidates must be willing to work full-time onsite at the Javits Center.

Essential Functions:

- Collaborate with SVP of Sales & Marketing to develop and implement annual business plans, sales goals, budgets, and strategies that align with Javits Center's mission and objectives.
- Lead, manage, and coach the Sales team to achieve sales targets, secure new and repeat business, and maximize revenue opportunities.
- Build and maintain relationships with NYC & Company, local hotels, third party planners, and other destination management companies to drive short and long-term business.



- Generate new trade shows, conventions, and special events through proactive outreach, tradeshow and meeting participation, RFP/bid presentations, site tours, and social media engagement.
- Work cross-functionally with internal departments (IT, Set Up, Security, etc.) to address all client needs in the RFP process and ensure successful event execution.
- Maintain strong relationships with existing clients, conducting annual reviews and addressing challenges, such as competitive shows, date conflicts, or service issues.
- Provide ongoing coaching and development to Sales Managers on sales strategies, systems, and techniques, including individualized development plans.
- Monitor industry trends, economic conditions, and competitor activities to support sales and business development strategies.
- Negotiate, confirm, and process license agreements.
- Track and manage accounts, leads and client history in Momentus (CRM) and provide feedback to management and relevant departments.
- Perform additional duties as assigned by the SVP, Sales & Marketing.

Experience and Qualifications:

- 7 plus years' experience in hospitality/event sales management, or related experience.
- B.A./B.S. degree in Business Administration, Hospitality Management, or related field.
- Proficiency in MS Office and Momentus (formerly EBMS) preferred.
- Proficiency in Net Suite preferred.
- Demonstrated success in team and individual performance accountability.
- Strong organizational, prioritization, and communication skills.

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.