



Position Summary

As the Catering Sales Director, you will be the principle executive responsible for the planning and preparation of the sales team. This role will manage, develop, train, and lead a team of approximately six Sales/Event Planners. The ideal candidate will be comfortable working in a fast-paced environment while consistently offering professional, friendly, and engaging service. A person with high-end and large event catering management experience from inquiry to event execution is a must. You will have the confidence to lead high-end events in a hands-on, professional, and hospitable manner. This role will work independently to fully manage the sales process working closely with executive management to meet/except company goals and objectives.

Essential Duties

- Providing strategic leadership to the sales team to ensure the success of revenue goals, including guiding and supporting sales, event planning and execution, and by personally representing the company.
- Develops and ensures business performance against company sales standards and metrics, including budgeted sales goals; event profitability; guest/client satisfaction; employee engagement; revenue & profitability; and safety & sanitation standards. Effectively guides the assigned units in achieving sales objectives.
- Constantly evaluates market conditions and performs competitive analysis and partners with executive management in implementing sales building strategies to achieve revenue goals.
- Maintains a sales and marketing plan including marketing material development to support the sales team and drive the growth of the business.
- Ensures compliance with the Event Planning standard operating procedure by overseeing the use of and development of CaterXpert (CXP) including its use as a critical planning tool in providing key information to all departments.
- Supervises the accurate forecasting of payment schedules, including deposits and final payments via confirmation and follow through with Event Planners and accounting. Ensures all payments are made timely and forecasts are adjusted as needed.
- Effectively manages the sales team to leverage strengths, exceed client expectations and generate a high degree of repeat business.

- Builds and motivates a high performing sales team that consistently achieves sales targets while fostering a culture of sales excellence.
- Direct one on one sales meetings with each Event Planner on the sales team to review all open opportunities and follow-up activities to ensure sales goals are met.
- Conducts monthly management-team meeting with the sales team as well as annual reviews in conjunction with ownership.
- Stay up to date on industry trends as they evolve, and share these with the team

What we're looking for:

- 7+ years of progressive experience overseeing high-volume food and catering operations.
- Bachelor's Degree preferred.
- Must have experience in entrepreneurial and corporate business environment.
- Strong leadership, communication, and team management skills
- Exceptional interpersonal, organizational and communication skills
- The ability to support multiple levels of catering within a very dynamic environment, overseeing more than \$10 million in annual sales.
- Hardworking nature, hands-on approach, and a passion for the business
- Ability to communicate effectively with co-workers, management, vendors, and clients.
- Able to work a flexible schedule to accommodate business needs.

Our Benefits:

- Medical (FT Employees)
- Dental
- Vision
- 401k
- Holiday Pay (8 paid holidays)
- Paid Time Off