

SALES & CREATIVE SERVICES COORDINATOR

Position is with the team located in Washington, DC and reports to the CSI Washington DC Director of Sales.

The CSI DMC **Sales & Creative Services Coordinator** is integral to the success of the CSI brand. We are looking for someone who is an exceptional writer and a creative thinker, with an eye for design. The Sales and Creative Services Coordinator will help convert leads to sales through the development of creative proposals, presentations and site itineraries while performing core administrative functions to assist Account Managers. This position may also require meeting a sales goal. The Sales and Creative Services Coordinator is a member of the Sales team working to reach revenue goals, creating compelling proposals, presentations, & collateral, contributing concepts that build business, and demonstrating a passion for exceptional experiences, in all they develop. They are expected to demonstrate innate creativity, achieve goals autonomously and as part of a team, to meet deadlines, and to think "big picture" while working on the details. In addition, the position requires a personable style to work cohesively with internal staff to achieve CSI's desired strategic outcomes.

CORE RESPONSIBILITIES:

- Collaborate on the development, writing, and design of client proposals and presentations
- Creative storytelling of the full guest experience throughout the entire event/theme from decor, entertainment, interactive elements, food and beverage, etc.
- Contribute to brainstorming and research new ideas, themes, etc.
- Design storyboards of images to be included with written descriptions to further enhance, convey, and sell ideas
- Work as part of a team to design and manage proposal & presentation templates
- Reaching out to new vendors who are discovered through networking, colleagues, industry publications, etc.
- Join client meetings/calls/sites/presentations when needed
- Attend industry networking events
- Stay up to date on industry news and trends to share with team
- Additional administrative duties related to CSI DMC and other responsibilities/tasks as assigned
- Coordinates the Sales team in the development of creative, compelling proposals.
- Researches and organizes information pertaining to new venues and activities in the region.
- Develops site itineraries and ensures flow for the Sales team.
- Remains current on industry trends, local openings, new ideas and happenings.
- Participates in internal training opportunities.
- Assists onsite with local program operations, as needed.
- Creates accurate, up-to-date documentation using an established business file and database.
- Assists Account Managers

EXPERIENCE & REQUIRED SKILLS:

- A bachelor's degree from an accredited college or university is required but may be substituted with equivalent work experience.
- Proposal writing or event management experience, preferably on the supplier side. DMC experience is highly regarded.
- Well-developed grammar and literacy skills.
- The ability to listen closely and articulate confidently in meetings where client decision makers and their teams may be present.
- An organized work ethic, with a proactive approach to completing tasks and maintaining accurate records.
- The demonstrated ability to multi-task and prioritize competing work needs.
- Visually creative with an aptitude for CSI proposal products (MS Publisher, PowerPoint).
- Able to work autonomously yet collaborate as part of a team on workflows.
- The ability to maintain a schedule appropriate to the needs of a workplace and industry which includes nights and weekend work on an as needed basis.

- Ability to learn new software introduced at CSI (knowledge of Salesforce a plus).
- Must be eligible to work in the U.S.
- Must be eligible to travel domestically and internationally.
- A creative mindset, always thinking outside the box, a 'let's make this work' attitude
- The ability to convey/capture a message with imagery by selecting the perfect picture, graphic, look, etc.
- Comfortable to take initiative and propose ideas
- Highly proficient in Microsoft Office Suite programs (in particular Microsoft Excel and Publisher)
- The desire to learn more about the events industry and Destination Management Companies, and their services
- A lively interest in research, attending activities and opportunities to assist creative development
- A highly organized approach to work schedules & setting priorities, a high attention to detail, and a professional manner
- Knowledge of the City of Washington, DC, its venues and surrounding areas

DESIRED, BUT NOT REQUIRED:

- Experience with Destination Management Companies and/or other aspects of the events industry

Please be sure to provide 2-3 samples of original work featuring creative writing (with visuals a plus!) that could be/has been used in a professional setting. Samples can have any subject but must depict your skills in conveying a message/experience to clients. Qualified candidates will be contacted for an interview. No phone calls, please. Please email resume and cover letter to gabi.krueger@csi-dmc.com