

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

<b>JOB TITLE:</b>	<b>Outside Sales Manager</b>
<b>DEPARTMENT:</b>	<b>Sales &amp; Marketing</b>
<b>SUPERVISOR:</b>	<b>Director of Sales &amp; Marketing</b>
<b>FLSA CLASSIFICATION:</b>	<b>Exempt</b>
<b>JOB CODE:</b>	<b>Full-Time</b>

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### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **POSITION SUMMARY**

To provide sales support for Director of Sales & Marketing to increase guests' usage of Mo-Ranch facilities.

### **ESSENTIAL JOB FUNCTIONS**

1. Pursues new business for all departments by way of personal sales visits. Office days to include telemarketing, preparing itineraries; setting appointments, completing sales call reports, attending departmental meetings. Make group reservations as required.
2. Attends trade shows and other events for exposure and trend updates.
3. Schedules site visits and conducts ranch tours, primarily new and prospective clients.
4. Documents all conversations with clients in sales software, traces clients for follow-up.
5. Informs clients of booking/cancellation policies of Mo-Ranch, as appropriate.
6. Maintains positive community relations through active participation in a variety of community organizations and events.
7. Makes sales presentations to individuals and/or groups.
8. This position requires regular and predictable attendance.

### **SUPPORTIVE FUNCTIONS**

In addition to the performance of the essential functions, this position is required to perform a combination of supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the department and of Mo-Ranch. These supportive functions may include, but are not limited to, the following:

1. Participates in special required functions on the ranch.
2. Participates in community activities as appropriate.
3. Participates in ranch-wide committees as appropriate.

### **SPECIFIC JOB KNOWLEDGE, SKILL, AND ABILITY**

1. Proven sales and marketing experience.
2. Outstanding interpersonal and organization skills.
3. Ability to work independently and with a team.
4. Knowledge of and experience with Windows-based computer programs; keyboarding skills required.
5. Negotiating skills.
6. Ability and willingness to travel during the day and overnight.
7. Excellent verbal and communication skills.

## QUALIFICATION STANDARDS

### Education

College degree preferred or minimum of 2 years work experience in a sales/marketing environment.  
Ability to read, write, speak, and understand English.

### Certification and/or Licensing Standards

Must be licensed driver with a good driving record in past 3 years.

### Experience

Preference given to person with thorough knowledge of and proven experience in hotel/motel or conference center-related sales.

Preference given to person with knowledge of Presbyterian Church (USA) governance and education system.

### Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress must be worn as appropriate while on duty.

Must wear name tag while on duty.

### Physical

Requires grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills.

## OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

## ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date