

Manager of Facility Rental and Professional Development Training

Job Opportunity:

This is an outstanding opportunity for an experienced sales professional to join our friendly and passionate team at the National Liberty Museum (<http://www.libertymuseum.org>). Located in the heart of America's birthplace in Philadelphia, Pennsylvania, the NLM brings liberty to life through stories of people whose character and courage have expanded liberty for all. The Museum's exhibits, educational experiences, and public programs inspire visitors to think about liberty as an ongoing human quest that we all share. Our facility offers a unique and beautiful setting in historic Philadelphia for all kinds of events. Just opened is our newly designed and constructed Chihuly *Flame Gallery* space that offers a spectacular event and program venue never before seen in our city.

Position Description:

The Manager of Facility Rental & Professional Development Training is a **key revenue generator** for the Museum. The role actively prospects for, solicits, and sells our 1) rental space for all kinds of events and 2) fee-for-service professional development training aligned with the NLM's core themes—leadership development, team building, and diversity, equity & inclusion. The focus of this sales position is to meet and exceed annual revenue goals for rental of our facility and professional development training, maintaining our Museum at capacity year round. We offer a competitive salary commensurate with experience, with bonus structure for outstanding performance.

Reports to:

Vice President of Advancement

Qualifications and Experience:

- Bachelor's degree in a related discipline coupled with 5+ years of facility rental or related sales experience in corporate, hospitality, venue, or arts and culture settings.
- Demonstrated success in identifying leads and meeting and exceeding sales goals.
- A skilled and charismatic professional, possessing **excellent** communication, organizational, and technological skills.
- A savvy negotiator who can quickly identify and assess the potential of a lead to become a rental customer, training client and/or institutional supporter.
- Local knowledge of the Philadelphia business community. Is out and about in the community and has developed an extensive network.

Responsibilities:

- Sells the Museum's rental space and adult professional development training packages by establishing and maintaining relationships with existing and potential clients. Becomes highly conversant in the world of corporate professional development in the areas of leadership development/team building/diversity, equity & inclusion.
- Develops a marketing plan to solicit business from various segments including but not limited to: corporate; weddings; social; educational; healthcare; diversity & inclusion.
- Designs and implements sales strategies to prospect and attract new business; conducts ongoing research to identify new clients, and does phone/email outreach to warm and cold prospects to build pipeline.
- Networks with local, regional and national organizations using cold calls, correspondence, meetings, and presentations in order to solicit business; attends relevant networking events to grow relationships and expand pipelines.
- Conducts facility site visits and negotiates contracts with potential clients.
- Collaborates with VP of Advancement on sales leads that can become institutional supporters, and vice versa; assists the VP Advancement and works cross-departmentally with Education and Operations, etc. to coordinate special events and trainings as needed.
- Generates progress reports on a regular basis which indicate contacts, projections and sales results.
- Uses Altru fundraising database to record all actions, and query internal reports and mailing lists.
- Performs other duties as assigned.
- Due to the nature of this position, applicants must be available during non-traditional hours as needed for booked events/trainings, including some nights and weekends.

Compensation and Benefits:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. In addition to meaningful and rewarding work, the National Liberty Museum provides an excellent compensation package; salary commensurate with experience, with bonus structure for outstanding performance. The NLM's benefits package includes medical, optional dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, an employee assistance plan and cafeteria/travel assistance plan, and a friendly work environment.

To Apply:

We are now interviewing and will continue to do so until we find the ideal candidate.

Interested applicants are asked to please forward your 1) resume and 2) cover letter to sales@libertymuseum.org. We regret we may not be able to respond to all applications.

No phone calls, please.