



## Catering Sales Coordinator (The Glen Club)

**Position Title:** Sales and Marketing Coordinator  
**Location:** The Glen Club, Glenview IL  
**Reports To:** Director of Catering  
**Respond To:** Michael Koenig: [mkoenig@theglenclub.com](mailto:mkoenig@theglenclub.com)

*Please include resume & cover letter detailing your interest in this project*

### **Facility Description:**

Located in the north side Chicago suburb of Glenview, The Glen Club is a world-class daily fee golf club with corporate memberships. The facility includes a Tom Fazio designed golf course and a 50,000 square ft clubhouse that houses a golf shop, locker rooms, a full-service restaurant, spacious banquet facilities, 21 overnight guest accommodations, the Illinois Golf Hall of Fame and is the home of the Illinois Section of the PGA.

### **Position Summary:**

Responsible for the planning of catering events and assisting in the implementation of property marketing strategies, plans and programs designed to increase catering and overall food and beverage revenue.

### **Essential Duties and Responsibilities:**

- Build relationships with event coordinators, media, hotels, convention contacts, corporations, civic organizations, etc. to promote group outings, special events, and business meetings.
- Act as a liaison between the Golf Course and the restaurant to accommodate and service golfers as well as working with the Director of Membership on golf tournament banquet groups.
- Involvement with at least one community networking group, one annual bridal expo and one annual mitzvah showcase.
- Manage communication between departments to help ensure coordination of events.
- Conduct periodic market research to provide information essential for revising current programs, which enhance the facility's competitiveness in the marketplace, as well as fiscal and operational analysis as appropriate.
- Manage and maintain the facility electronic newsletter "The Hangar Post"
- Use sales software (Reserve Cloud) to track leads, deposits/payments, contacts and log communication

- Make a minimum of 10 outbound sales visits monthly.
- Conduct sales tours of the facility.
- Maintain positive relationships and communicate clearly, tactfully, and persuasively with employees, customers and outside contacts as applicable.
- Develops banquet event orders, contracts, thank you notes/surveys and necessary paperwork for all events.
- Serve as liaison between the booking client and the food and beverage team.
- Provide setup diagrams, guest tables and other function room set-up needs for special events.
- Attends weekly BEO meetings with managers to ensure smooth, efficient service.
- Maintain knowledge of current and projected industry trends.
- Perform other duties as appropriate.
- Manage and create Member events BEO's and work with executive chef and food and beverage department for proper execution
- Assist the Director of Membership and Catering with marketing initiatives, i.e. implementation and design
- Assist the Director of Membership with Corporate golf outings, including department weekly outing email to specific department members
- Manage small corporate events (20 or less guests)
- Manage small social events (20 or less guests)
- Weekly update of catering financials (PACE)
- Attend weekly BEO meeting with managers to ensure smooth, efficient service
- Update Reserve program back end information (i.e. menus, set up service)
- Complete and assist with BEO's for sales team
- Work closely with the Director of Catering on different initiatives of competition.
- Attend and assist with holiday brunches (i.e. Santa Brunch, Thanksgiving Feast, Mother's Day Brunch, Easter Brunch)

**Qualifications:**

- BA or BS degree preferred.
- 1 year applicable catering sales, preferably in the golf club or hospitality industry.
- Demonstrate quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Exceptional customer service skills required
- Positive attitude, professional manner and appearance in all situations.

*\*\*\*QUALIFIED CANDIDATES PLEASE INCLUDE A COVER LETTER EXPRESSING YOUR INTEREST, YOUR SALARY HISTORY ALONG WITH YOUR RESUME.*

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