

# Boonsboro Country Club - Event Sales Manager & Membership Coordinator

## **I. Position Description**

### **EVENT SALES MANAGER & MEMBERSHIP COORDINATOR**

Boonsboro Country Club is a family-oriented country club located in Lynchburg Virginia. Boonsboro is a beautiful club with a friendly and welcoming atmosphere where we provide premier service to our Members and Guests with a smile. We are seeking an energetic and outgoing sales associate to join our team. Must have prior sales experience in Hospitality.

## **II. Related Titles**

Catering Sales Manager, Sales and Event Manager, Wedding Sales Manager, Membership Coordinator

## **III. Job Summary (Essential Functions)**

Planning and coordinating events for Members and Guests. Events include Weddings, Holiday Parties, Charity Events, Golf Outings, and other Private Events. Assisting with Membership tours, inquiries, and onboarding.

## **IV. Job Tasks (Additional Responsibilities)**

1. Meets with Members and Guests to plan events
2. Creates Banquet Event Orders for operations team
3. Manages food and beverage staff assigned to events to ensure smooth operation
4. Manages Banquet Captain position
5. Holds weekly BEO meetings with team to review details for upcoming events
6. Builds relationships with Members and Guests to drive future sales
7. Ensures accurate event details and coordination with operations team to ensure a successful event
8. Posts event follow ups to thank customers and ensure satisfaction with their event
9. Prepares and sends final paperwork for event billing
10. Responds quickly to sales inquiries
11. Works directly with Wedding Clients to plan and execute a great event
12. Ensures proper set up and planning with client
13. Ability to learn event management software that is used by the club
14. Handles issue quickly and efficiently to resolve to guest satisfaction
15. Works alongside Membership Director to assist with tours, inquiries, and onboarding of potential and/or new Members
16. Completes other appropriate assignments made by the General Manager

## **V. Job Requirements**

Must have previous food and beverage experience in a fast-paced environment. A positive and a highly friendly attitude with a focus on "Member Experience" is required. Pleasant phone skills. Organizational skills, time management, and ability to multi-task will be needed. Must be flexible with schedule each week depending upon events scheduled.

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**VI. Reports to**  
Clubhouse Manager

**VII. Supervises**  
Banquet Captain; Housekeeping Attendant; Assist with F&B Event Service Staff