

Fort Worden Lifelong Learning Center Public Development Authority

Revenue Coordinator

Purpose of this position: As a representative and team member of this property, your ultimate responsibility is to help achieve the property's financial goals provide attentive courteous and efficient guest service at all times.

Scope: The *position* reports to the Direct of Sales. In addition to maintaining our vision by adhering to our values, you will be expected to maximize revenues by managing various internet, voice and other booking channels and systems.

Responsibilities:

- Facilitate a strategic and systematic approach to pricing and inventory management for review and approval of both the Director of sales and General Manager..
- Monitor and analyze rooms inventory utilizing yield management to maximize occupancy and increase average rate. This includes monitoring group blocks, cut off dates, anticipating future events, tracking area activities and analyzing historical trends and then making recommendations for review and approval.
- Maintain all system rate programs, including GDS systems to keep premium visibility.
- Track future room inventory by knowing how many rooms are sold and at what rate.
- Optimize all revenue opportunities.
- Shop competitive rates on a regular basis.
- Ensure a comprehensive approach to revenue management under the direction of the Director of Sales and General Manager.
- Work closely with Director of Sales and Conference Services Coordinator on Group Sales and incoming group planning needs.
- Manage reservation channels, system tools, and processes.
- Preparing revenue projections as required.
- Perform all other duties assigned.

Experience and Education:

Bachelor's Degree from accredited college or university with major course work in finance, accounting or business administration. Previous experience in the hospitality industry required, degree preferred. Ten years of increasingly responsible finance, accounting and an administrative experience, including five years as of senior level management and supervision responsibility.