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## **Director of Sales – Berghoff Catering & Restaurant Group**

### **ABOUT BERGHOFF CATERING & RESTAURANT GROUP**

An iconic Chicago 110-year institution with four generations of family ownership, the Berghoff name is synonymous with quality, tradition and excellence. Taking an authentic, creative and adaptive approach to the complex needs of today's clients, the Berghoff Catering & Restaurant Group provides both on-premise and off-premise catering for corporate, convention, social and private events. The Berghoff Catering & Restaurant Group is also proud to be a preferred caterer at many of Chicago's top venues.

To build on its successes, the Berghoff Catering & Restaurant Group seeks a talented, motivated and committed Director of Sales to lead the Catering Sales Team; enhance venue and vendor relationships; and grow the on-premise and off-premise catering business.

### **JOB DESCRIPTION – DIRECTOR OF SALES**

The Director of Sales reports directly to the president and is responsible for the company's overall catering sales performance. We're looking for a dynamic leader who can guide the Catering Sales Team to achieve their individual revenue targets while keeping an eye on other key metrics including profitability, net new clients and customer satisfaction. The Director will be adept at multi-tasking and able to:

- Motivate and manage individual members of the sales team so they achieve their individual goals
- Develop quarterly sales targets, compensation contests and other incentives
- Educate the Catering Sales Team on creative sales negotiation and closing strategies and determine other training requirements as needed
- Oversee proposal and quote development with an eye on profitability, thoroughness and creativity
- Ensure excellence in the delivery of all catering and private events as well as total customer satisfaction
- Achieve group sales targets by advising the sales team on new sales, up-sell and repeat sales strategies
- Produce routine sales reports and advise senior management on evolving market trends and pricing strategies

### **RESPONSIBILITIES:**

This Director of Sales role demands someone who can develop strategic initiatives while simultaneously managing the daily workflow of the sales team. As the head of sales, you will have authority over the sales team including weekly goal setting and reporting; training; coaching; and performance reviews. We are seeking candidates who can introduce best practices for networking and other creative tactics to generate leads and provide hands-on coaching to more junior members of the team. This leadership position oversees outbound prospecting and similar activities to ensure that individual and team revenue targets can be met or exceeded.

**RESPONSIBILITIES** (continued)

You will oversee all proposal development and ensure prompt and accurate responses to on-premise and off-premise catering requests. Candidates should be adept at forging strong relationships with vendors, venues, new and existing clients alike. We are seeking a creative candidate who will notice trends in the industry and introduce new ideas to improve service, identify new sources of clients, and recommend optimal pricing strategies.

The Director of Sales is responsible for ensuring the sales team demonstrates outstanding and comprehensive customer service to clients throughout the event planning process including thorough needs assessment, detailed event planning, seamless execution and prompt follow-up.

**PREREQUISITES:**

The ideal candidate will have a college degree or equivalent business experience as well as 5 years of industry experience in on-premise catering sales, off-premise catering sales or similar role. Experience in team leadership, project management, budgeting, and goal setting is important as is having strong interpersonal skills. A strong working knowledge of the food and beverage industry is preferred. Candidates must also be:

- Able to read, speak and write English
- Computer literate
- Physically able to lift up to 30 pounds occasionally; up to 10 pounds frequently; and remain standing for extended periods of time
- Willing to work extended / weekend hours as needed

**COMPENSATION:**

The base salary range is commensurate with experience and is between \$75,000 and \$85,000 with additional compensation opportunities based on sales team performance. A comprehensive benefits plan is also provided. The team-focused compensation structure will reward a director who can build and lead a team while also managing the day to day client, new business development, venue partner and vendor responsibilities.

**TO APPLY:**

The Berghoff Catering & Restaurant Group seeks a candidate with strong ethics who is focused on customer service, has a track record of sales leadership and success, and will roll up their shirtsleeves to grow a first-rate sales team. If that's you, send your cover letter and resume to [salesjobs@berghoffgroup.com](mailto:salesjobs@berghoffgroup.com). No phone calls please. The Berghoff Catering & Restaurant Group is an equal opportunity employer. More details about Berghoff Catering are available here <http://www.berghoffcatering.com/>.