



## MEMBERSHIP SALES MANAGER - THE ASSEMBLAGE NOMAD

**Company Name:** The Assemblage  
**Location:** 114 East 25<sup>th</sup> Street  
**Department:** Sales  
**Employment Type:** Full-Time  
**Job Title:** Membership Sales Manager  
**Reporting Structure:** General Manager

### WHO WE ARE

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The Assemblage is a collaborative space and home for a community of individuals who believe the world is on the verge of a collective conscious evolution; transitioning from a society defined by the delusion of individualism and separation into one of mutual interconnectedness.

Below is a link to help you get a bit more familiar with our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John St are the first physical manifestations of this community, providing social, co-working, co-living as well as program & event spaces where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

[www.theassemblage.com](http://www.theassemblage.com)

Kokua Hospitality is a national hotel and resort management company affiliated with The Chartres Lodging Group. With home bases in San Francisco and Chicago, we manage properties throughout Hawaii, Napa, San Francisco, Chicago, Austin, and New York City. The word “kokua” is Hawaiian for “to serve, assist, cooperate and pursue knowledge.” Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community.

[www.kokuahospitality.com](http://www.kokuahospitality.com)

### MEMBERSHIP SALES MANAGER MISSION STATEMENT

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The Membership Sales Manager actively seeks sales opportunities and is responsible for converting and creating membership sales for the NoMad house. The Membership Sales Manager will work closely with Sales Associates as well as members of the executive team to sell and confirm business required to meet budgeted sales goals and quota. This position requires a high degree of independent judgment and discretion in decision-making based on previous experience and a deep understanding of the strategy, brand, and ethos of The Assemblage.

### ESSENTIAL RESPONSIBILITIES

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- Responsible for the conversion of all leads into signed sales contracts for membership
- Achieve or exceed individual sales goals, budgeted sales goals, quota, and renewals
- Create and organize unique strategies as well as promotional opportunities that align with the brand and ethos to increase membership
- Represent the Assemblage at community events, member events and external networking opportunities
- Work with the Marketing team on lead generation and follow-throughs
- Supervise, schedule, manager and develop a team of Sales Associates
- Develop and maintain a comprehensive and accurate database of prospective members
- Utilize technological platforms to create efficient processes and systems that increase sales and retention
- Communicate across departments regarding leads, contracts, membership and retention

## **QUALIFICATIONS**

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- 5+ years of sales management experience; ideally in a hotel or membership environment
- A demonstrated track record of building both new business and retaining existing customers in a competitive sales environment
- A desire to own the membership inquiry and retention experience
- Proven track record of exceptional customer service skills.
- Superior verbal and written communication and strategizing skills
- Excellent overall computer skills with advanced knowledge of Excel and PowerPoint
- Proactive mindset to anticipate and support changes in our business
- Conformity to the highest standards of personal integrity and ethical behavior
- Flexible schedule needed to support coverage for weekend and holidays

## **BENEFITS**

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- Paid holidays and personal time off (PTO)
- Excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K
- Technology and expense reimbursements
- The Assemblage Membership program

## **EQUAL OPPORTUNITY STATEMENT**

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The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage operated by Kokua Hospitality is an equal opportunity employer. Kokua does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.

*UD 01.09.2018*