



COVENANT VILLAGE OF NORTHBROOK

A Covenant Retirement Community

2625 Techny Rd.

Northbrook, IL 60062

Phone 847-480-6380; Fax 847-480-7666

Position Available

Sales & Marketing Representative

Covenant Village of Northbrook, (Northbrook, Illinois), part of a nation wide family of CARF-CCAC accredited CCRC's: Covenant Retirement Communities, 5th largest AAHSA Ziegler Top 100, is seeking a Sales & Marketing Representative. This position is accountable for providing sales functions toward maintaining optimum occupancy and a viable future resident list of prospective residents. At the direction of the Director of Sales and Marketing, this position will focus on sales activity required for effective implementation of the annual marketing plan and achievement of departmental goals.

The successful candidate will have:

- One year advanced education with a college degree, preferred.
- Two years experience in marketing, sales, or long-term care environment or a combination of such experience, required.
- Knowledge of marketing concepts with senior adults and an understanding of retirement community lifestyle, preferred.

This position reports directly to the Director of Sales and Marketing. In performance of duties, the Sales & Marketing Representative follows up on inquiries, leading them toward application and residency. This includes conducting individual and group tours, telephone calls, letters, individual and group information sessions on/off site. Fulfills written expectations for sales activity, including follow-up phone calls, tours, and closing of sales. Attends and participates in all sales and marketing department meetings, including the "Top Ten" review of active prospects. Understands, communicates and interprets all residency agreements. Ensures processing of all residency applications and marketing forms required for completion of applicant files. Maintains records related to marketing activity, complies with CRC policies and procedures. Participates in church relations and community outreach activities and events at the direction of the Director of Sales and Marketing. Ensures follow up with activity and events participants. Schedule, plan and implement visits of prospective residents. These may include but are not limited to: church and community groups, "Get Acquainted Visits" or individuals and family groups. Develops and maintains supportive marketing relationships with current residents. Cooperates with marketing team toward the successful completion of the annual marketing plan. Serves on interdepartmental task forces and committees at the request of the Director of Sales and Marketing for the greater purpose of campus.

This individual should be self-motivated and creative, possessing a high degree of interpersonal skills and the ability to relate to the public in a pleasant and professional manner. This position requires an individual with the ability to effectively communicate concepts while enabling others to visualize a life at Covenant Village of Northbrook. Must have the ability to relate to the public in a pleasant and professional manner.

Benefits include medical, dental and vision insurance; employer paid group term life and disability; various voluntary benefits including critical illness (cancer rider available), accident insurance; 403(b) tax-deferred savings, flexible spending accounts, education benefits; and paid-time-off.

Join a faith-based organization dedicated to excellence in customer service to our residents. For more information about Covenant Retirement Communities, please visit www.covenantretirement.org.

DISCOVER the possibilities...qualified candidates should send a cover letter and current resume to: Alice Raflares, Human Resources Director, Covenant Village of Northbrook, 2625 Techny Rd. Northbrook, IL 60062; fax (847) 412-7318, email jobs.CV.Northbrook@covenantretirement.org.