

## **LAKE MERWIN CAMPERS HIDEAWAY is seeking a full-time Sales Manager.**

Lake Merwin Campers Hideaway (LMCH) is a non-profit, private membership camping club located on 588 acres of forest land surrounding the Lake Merwin Reservoir. Developed in 1972, LMCH is made up of 1,500 membership campsites complete with RV hookups. The member association is governed by an elected, seven-person Board of Directors. The camp is operated and maintained by 20 full-time and part-time staff and by member volunteers. Contracted staff provide additional services in the restaurant, spa and finance services. LMCH recreational facilities include an indoor pool, sauna, Jacuzzi, fitness center, spa, chapel, a boat launch and moorage, swim beach, restaurant, 35 bathhouses, 2 laundromats, putt putt golf course, playground, two tennis/pickleball and basketball courts, 2 covered outdoor picnic areas, and hiking trails throughout camp. Additionally LMCH hosts many family-oriented activities throughout the year.

### **Job Summary:**

Manages the LMCH sales program using independent judgment; prepares operating procedures to maintain an effective and efficient sales program; recommends policies to the Board of Directors. Assists LMCH members in buying and selling memberships within the LMCH gated community. Discusses the needs of the seller; determines an appropriate selling price; markets the personal property/RV and seeks potential buyers both within and outside the LMCH community. Ensures all paperwork is completed within LMCH and legal requirements. Reports to the Camp Manager and supervises a part-time Sales Associate. This is a full-time, exempt position.

### **Duties:**

- Manages and oversees the operations of the LMCH sales program using independent judgment; evaluates operational procedures; provides reports and recommendations. Reviews LMCH sales policies and makes recommendations to the Board of Directors for modifications or improvements.
- Develops listings by building rapport and reaching out to potential sellers.
- Lists personal property/RV by recommending improvements that will enhance salability, ensuring the personal property and site improvements meet safety standards, setting a selling price, and closing a contract.
- Develops buyers by meeting potential buyers both within and outside the LMCH community. Places advertisements within LMCH communications and other media; responds to inquiries.
- Closes sales by understanding buyers' requirements, matching requirements to listings, and showing membership sites. Relays offers to the seller, suggesting alternatives if appropriate, and prepares a contract and related sales paperwork. Prepares and distributes new member packets to all new buyers.
- Updates job knowledge by studying listings, visiting membership sites, reading professional publications and maintaining personal networks.
- Communicates regularly with the membership through newsletters, the Headlines, the webpage and other means. Reaches out and responds to members to maintain a working knowledge of issues that are important to the membership and that could impact sales.
- Plans and develops public relations strategies and effective branding designed to inform potential buyers and promote LMCH. Methods include the effective use of social media and the website, videos, targeted demographics, regularly scheduled tours, and other electronic and print communications.
- Hires, trains and supervises sales staff; conducts annual performance evaluations and administers corrective action as necessary.
- Responsible for compliance with all Federal, State and Local laws, LMCH bylaws and Membership Sales Handbook, regulations and ordinances.
- Performs all other duties as assigned or required.

### **Knowledge, Skills and Abilities:**

Knowledge of membership and RV sales, licensing requirements, laws, rules and regulations.

Knowledge of the operations of a large, non-profit, camping or recreational organization with permanent memberships.

Knowledge of camping and/or park management policies and procedures.

Knowledge of Washington State laws, regulations and ordinances related to sales.

Knowledge of computer systems and programs, including word processing, spreadsheets, data management, and on-line searching.

Knowledge of public relations and branding strategies and procedures.

Skill in negotiating contracts and ensuring both the buyer's and seller's needs are met, and to mediate and resolve issues that may arise.

Ability to work independently, making sound decisions and using good judgment.

Ability to work effectively with a large and diverse membership, with staff, and the general public.

Ability to effectively supervise staff, provide feedback on a timely basis, and take appropriate corrective action when necessary.

Ability to prepare and complete paperwork related to sales in a timely and accurate manner.

#### **Job Conditions**

- Must be able to work Saturdays and Sundays as part of the regular work schedule.
- Must have or be able to obtain a current Washington State driver's license.
- Must be insurable under LMCH liability insurance provisions.

#### **Experience Required**

Five years of experience in membership sales and/or RV sales, or equivalent training and experience.

#### **Salary and Benefits**

The salary for this position is \$50,000 annually plus a bonus structure. LMCH offers an excellent benefits package including medical, dental, vision, disability and life insurance benefits plus a Simple IRA plan.

#### **To Apply**

Email a cover letter discussing your qualifications and interests as well as your resume, including salary history, to [treasurer@lmch.com](mailto:treasurer@lmch.com)

This position will remain open until filled.

LMCH is an Equal Opportunity Employer

Additional information about LMCH can be found on our website at [www.lmch.com](http://www.lmch.com)