



THE BUFFALO CLUB

Sales & Events Coordinator

A full-time on-site position in Buffalo, New York

thebuffaloclub.org | 716.886.6400

About The Buffalo Club

Founded in 1867 by President Millard Fillmore and 92 of Buffalo's most prominent citizens, The Buffalo Club has stood at the heart of the city's social, cultural, and civic life for almost 160 years. Located in the heart of downtown Buffalo, the Club blends historic tradition with modern hospitality, offering members an exceptional experience built on fellowship, professional connection, and camaraderie.

- **Presidential Roots:** Founded by Millard Fillmore; later joined by fellow Buffalonian Grover Cleveland, with honorary memberships extended to Presidents Taft and Theodore Roosevelt
- **A National Landmark:** Served as the seat of government during the 1901 Pan-American Exposition, when President McKinley was shot and Theodore Roosevelt was sworn in as President just steps away
- **Landmark Status:** Listed on the New York State and National Register of Historic Places since 2021
- **Distinguished Recognition:** Ranked among the Top 1% of City Clubs Globally since 2018, with Iconic Status from Distinguished Clubs since 2024. A Platinum Club of the World and the #15 City Platinum Club of America.
- **Storied Guests:** Has hosted figures from Mark Twain and Ruth Bader Ginsburg to Roger Goodell and more
- **Art & Heritage:** Home to a fine art collection featuring works by Charles Burchfield, Julius Stewart, and Frank C. Penfold



OPPORTUNITY OVERVIEW

Sales & Events Coordinator

The Sales & Events Coordinator promotes the Club's banquet and member event spaces and is directly responsible for the sales, administrative, and operational aspects of preparing and selling group business events and related functions. This role oversees all aspects of private banquets for business meetings and supports other member and sponsored event activities, working closely with the Food & Beverage teams to ensure that Members' and guests' expectations are exceeded and the highest quality food and service are delivered. The position calls for a hands-on, visible, and operational presence in accordance with The Buffalo Club's standards.

CLASSIFICATION	DEPARTMENT	REPORTS TO	HOURS	SALARY
Exempt	Food and Beverage	Director of Food & Beverage	Monday-Friday 9:00 AM-5:00 PM Plus events	\$75,000/Year

Job Responsibilities

Sales & Client Relations

- Promotes, advertises, and markets the Club's business event facilities and capabilities to all Members.
- Maintains past and potential client information; schedules calls or visits to assess the ongoing needs of prospective clients for banquet services.
- Works with the Communications Director to market member events and increase awareness.
- Submits marketing information to the marketing team for the newsletter in a timely manner.
- Conducts market research of other clubs' banquet and events departments.
- Quotes prices and formulates contracts detailing services to be provided, in accordance with Club policies for member and nonmember functions.
- Provides ideas to increase revenue in meeting packages and corporate events.

Administrative Functions

- Sends and collects member/guest attendance information; compiles and relays it to Accounting to ensure UBIT compliance.
- Assists with budget development; reviews financial reports and takes corrective action to help meet budget goals.
- Completes an estimated profit/loss budget for each member business event and submits an actual P&L statement following its conclusion, using prior results to project future pricing.
- Attends Entertainment and Special Events Planning Committee meetings, as well as required staff and management meetings.
- Performs daily administrative duties, including change logs and event reviews, and ensures banquet functions are billed accurately.
- Keeps the event calendar up to date and compiles member event menus from the kitchen each quarter.

Event Planning & Execution

- Helps clients arrange banquets, luncheons, meetings, and other business-related events, obtaining all information needed for planning.
- Arranges event particulars with sponsors, such as menu, music, flowers, and decorations.
- Works with the Food & Beverage Director and/or Executive Chef on selling prices, menus, and other catering details; oversees contract development and ensures banquet offerings reflect Member interests.
- Coordinates event planning with operations and housekeeping teams; arranges for printed menus, decorations, entertainment, and other special requests.
- Creates diagrams for events and checks room setups against them, detailing banquet item placement and related function details.
- Inspects arrangements, consults with sponsors on last-minute details, and addresses any Member or guest concerns.
- Is present to greet guests and meets with Members or clients before, during, and after the event to ensure all needs are met or exceeded.
- Adheres to the banquet planning process, ensuring all details are captured on the Banquet Event Order (BEO).
- Assists with set-up and décor for member events, using existing Club inventory before purchasing new items.
- Actively manages and is present for Club events, including large events, as needed; assumes the role of Coordinator-on-duty when necessary.

General Requirements

- Carries out job duties within the spirit of The Buffalo Club's Vision & Mission.
- Reports to work at scheduled times, neatly groomed and dressed to Club appearance standards.
- Interacts with Members and coworkers in a pleasant and professional manner.
- Performs all work in accordance with safety standards and guidelines.

Candidate Profile

Experience

Minimum of 3+ years in a banquet or sales-related role.

Education

High school diploma or equivalent required; Bachelor's degree in hospitality or a related field preferred.

Industry Insight

Private club or country club experience strongly preferred.

Sales & Coordination Skills

Strong ability to promote and market event spaces, build client relationships, negotiate contracts, and manage multiple events simultaneously with close attention to detail.

Physical Requirements

Ability to spend at least 50% of a shift walking or standing throughout the Club; ability to lift and carry up to 45 pounds; ability to bend, stretch, twist, reach, stand, stoop, climb stairs, balance, and kneel over the course of a shift; ability to sit and work at a desk for administrative tasks, with close vision, distance vision, depth perception, and focus adjustment as required.

How to Apply

If you have the sales acumen and hospitality expertise to help The Buffalo Club deliver exceptional events for our Members, we invite you to apply. Please submit your resume, a cover letter, and professional references to: Michele Waczkowski, Human Resource Generalist at mwaczkowski@thebuffaloclub.org.

The Buffalo Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

CAREERS AT THE BUFFALO CLUB

Read more about our professional opportunities at: thebuffaloclub.org/careers

