



EXECUTIVE DIRECTOR JOB DESCRIPTION

SUMMARY:

The Executive Director is accountable to the Visit Dothan Board of Directors and its Executive Committee. This position requires diplomacy, tact, and good judgment in making decisions that will reflect upon the staff and organization. The Executive Director directs and leads Visit Dothan toward its mission.

ESSENTIAL JOB FUNCTIONS

- Responsible for all operational functions, shaping and developing organizational strategies, helping identify opportunities and areas for improvement.
- Responsible for strategic business development and key planning issues that relate to and impact the organization.
- Determine resource allocation among budget items and inform the Board of Directors about business activities, performance opportunities and recommended courses of action.
- Oversee all members of the Visit Dothan staff. The overall goals and purposes of Visit Dothan are accomplished through individual employee efforts, and a team approach is essential to its overall success.
- Oversee all administrative, operating, and marketing functions of the organization.
- Advise the Chairman of the Board, Board of Directors, and other designated committees.
- Oversee the creation of financial and annual audit reports per procedures approved by the Board.
- Prepare and assist with the implementation of an annual operating and marketing plan to promote the City of Dothan to local, state, regional, national, and international audiences.
- Direct the annual budget preparation that supports these activities and present it to the Board of Directors for approval.
- Attend all meetings of the membership, the Board, and other designated committees in an advisory, non-voting capacity.
- Establish and maintain ongoing effective communication with members, government leaders, business leaders, cultural institution leaders, convention and event planners, and the local tourism industry.
- Represent Visit Dothan at selected local, state, regional, and national conventions that serve to foster the betterment of the organization's mission.
- Develop and maintain effective organizational policies, implement, and ensure all Visit Dothan activities operate within the established policies, guidelines, laws, and ethical standards.
- Select, train, supervise, and evaluate assigned personnel; coordinate staff training; oversee the implementation of discipline and termination procedures for all staff members.
- Establish goals for individual departments and assist staff members in achieving those goals.
- Prepare and submit applications for external funding when necessary.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Business Management, Marketing, or related field. Master's degree or continued education preferred but not required.
- Eight (8) or more years of leadership experience in hospitality management, tourism, leisure, and community events strategy, with fiscal responsibility.
- Experience in supervision with a proven ability of recruiting, training, and developing staff.
- Knowledge of marketing, business theories, and modern business practices and procedures.
- Excellent verbal and written communication skills, including group presentations.
- Possess strong social skills and ability to provide leadership.
- Industry knowledge of the sports/tournament industry.
- Industry knowledge of the hotel/short-term rental market.
- Ability to manage diversity, understand inclusion, and work with diverse communities/populations to build constructive and effective relationships.
- Must be able to push or pull sixty (60) pounds unassisted and lift and/or carry thirty (30) pounds unassisted.
- Analyze work for accuracy of self and others.
- Proficient in Microsoft Office including Excel, Word, and Outlook.

SPECIAL REQUIREMENTS:

- Attend continuing education classes and special training classes as required.
- Position may occasionally require overtime, holidays, and weekends as requested by Board of Directors.
- Valid driver's license and ability to operate motor vehicles.
- Attend trade shows and conventions.
- Background required.
- Physical examination required.

TO APPLY:

For immediate consideration, please submit a cover letter outlining your qualifications, resume and a minimum of three (3) job related references, as well as salary history to jobs@visitdothan.com no later than August 03, 2023. A selected committee will review applications/resumes, and should qualifications meet job requirements the committee will present top candidates to the Board of Directors. The Board of Directors will review, select candidates for interviews and schedule interview times. To learn more about our organization please visit our website at www.visitdothan.com.