



Assistant Director of Tourism Development

Visit Annapolis & Anne Arundel County is currently looking for an experienced, full-time Assistant Director of Tourism Development with programmatic responsibilities tied to finance and administration. This is a new position for the organization and one that requires flexibility, initiative, and commitment to the mission and strategic priorities. The Assistant Director of Tourism Development is a full-time, exempt position, reporting to the Director of Tourism Development.

Responsibilities include:

Tourism Development

- Integral team member striving to create innovative programs and products to inspire, inform, and maximize domestic and international travelers.
- Collaborate and partner with federal, state, and local agencies, organizations, and businesses to identify and develop tourism programs and products.
- Work closely with marketing teams to effectively bring tourism programs and products to the marketplace.

Grants & Reporting

- Knowledge of laws, regulations, rules, policies, procedures, and methods governing the administration of federal grants, state and local grants.
- Knowledge of financial methods, procedures, and industry practices.
- Stay abreast of new grant opportunities, programs and regulations and identifies possible grant needs and sources.
- Provide technical support and training to staff and assist with grant writing.
- Prepare performance statistics and reports on grant activities.
- Monitor and coordinate compliance tasks in specialized areas related to the use of grant funds.

Market Research and Analysis

- Assist with developing models for collection, assessment, and interpretation of data and reports.
- Support strategic planning efforts and track key performance indicators.

Other duties as assigned including occasionally attending events and/or special projects

Qualifications:

- 1-2 years' experience in research, grant administration, grant management, obtaining funds for grants projects and programs
- Experience with project management software SmartSheet
- Knowledge of tourism and economic development in Anne Arundel County and Annapolis.

Compensation: \$60,000- \$70,000/annually

Submission

All applicants should submit a cover letter and resume to hr@visitannapolis.org. Please include "Assistant Director" in the subject line.