



### **Tourism Development Manager**

Visit Annapolis & Anne Arundel County is currently looking for an experienced Tourism Development Manager reporting to the Director of Tourism Development. This is a new position for the organization and one that requires initiative, innovation, curiosity, attention to detail, flexibility, and commitment to the vision, mission, and core values of the organization. The Tourism Development Manager is a full-time, exempt position.

Responsibilities include:

#### **Tourism Development**

- Integral team member striving to create innovative programs and products to inspire, inform, and maximize visitation of domestic and international travelers.
- Support VAAAC's tourism program and product development through project management, partner coordination, community outreach, and administrative support.
- Conduct and assist with grant research, applications, and administration to fund new products and programs as well as serve as a resource to partners.
- Collaborate and partner with federal, state, and local agencies, organizations, and businesses to develop and produce tourism programs and products.
- Work with marketing and communications team to effectively bring tourism programs and products to the marketplace.

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

#### **Qualifications:**

- 3-5 years of experience creating visitor experiences, programs, special events.
- Strong writing and communication skills.
- Experience with grant writing and management.
- Experience with project management software Smartsheet or similar.
- Knowledge of tourism and economic development.

#### **Salary & Benefits:**

This full-time, exempt position offers a generous benefits package, a hybrid schedule, and a competitive salary ranging from \$55,000-65,000 based on experience

#### **To Apply:**

All applicants should submit a cover letter and resume to [happlications@visitannapolis.org](mailto:happlications@visitannapolis.org). Please include "Tourism Development Manager" in the subject line.