Visit Durango is the official destination management & marketing organization of Durango and La Plata County. Our mission is to promote the Durango brand, to create demand in visitation and increase overnight stays in Durango and La Plata County, to support a positive visitor experience, and to drive economic impact for the benefit of visitors and local stakeholders.

Visit Durango is looking for a collaborative, outgoing, and tech-savvy Sales Coordinator who will effectively assist our Marketing & Sales team to promote Durango and La Plata County. This role supports an energetic and driven team, working closely with the Marketing & Sales Director.

We are a small nonprofit organization that strives to provide a culture that is supportive, fun, inclusive, and finds opportunities for growth and learning. And we love dogs! They’re invited to join you in the office.

POSITION OBJECTIVES
- Manage and maintain CRM database and lead distributions
- Conduct follow up, coordination, and communication with leads and accounts
- Manage all group sales services including event organization and project management, volunteer coordination, sponsorship outreach, transportation coordination, food and beverage planning, permitting, etc.
- Serve as the first Visit Durango point of contact to La Plata County’s tourism stakeholders and partners point person on specific projects like Durango Restaurant Week, Spoketober, Holiday Station, etc.
- Lead the La Plata County Hospitality & Lodging Coalition
- Develop and lead the sales of durango.org advertising opportunities as well as Durango Welcome Center ads with Visit Durango partners
- Represent Visit Durango at B2B and B2C trade shows, occasional travel
- Manage and assist in sales tour coordination and hosting
- Populate and manage monthly sales reports
- Assist in marketing efforts and website maintenance

PREFERRED SKILLS & EXPERIENCE:
The successful candidate will be committed to Visit Durango’s values and mission, will be innovative, possess a willingness to learn and share experiences.

- 1+ year at a DMO, CVB, or in the Lodging Industry
- Sales experience
Experience managing and maintaining a CRM and/or database
Ability to work independently and in a team setting
Strong work ethic; detail-oriented; accountable; trustworthy; and follows through on commitments in a timely manner
Attention to details and good problem-solving skills
Excellent communication skills (written, verbal, and presentation)
Committed to diversity, equity, and inclusion in the workplace and our community

WORK ENVIRONMENT:
The candidate must be based in southwest Colorado and able to commute to the Durango office five days per week. Must be able to focus in an open workspace.
Position requires, talking, sitting, standing, walking stairs, lifting 25 lbs. or more. This position involves domestic travel.

EMPLOYMENT PACKAGE:
Pay Range $21.25– $26.00/hour (DOE)

In compliance with Colorado’s Equal Pay for Equal Work Act we are disclosing the compensation for this position.

Generous benefits including:
- Health, Vision, Dental, and Short-Term Disability
- Employee Assistance Program
- 23 Days of Paid Time Off + 9 Paid Holidays

Interested in joining our team? Send your cover letter & resume to Careers@durango.org by April 30, 2023.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the organization. Visit Durango is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.