



**Open Position Title:** Director of Community Relations  
**Reports To:** President and CEO  
**Department:** Community Relations  
**Status, Classification:** Full-time Regular, Exempt

Position Summary

The Director of Community Relations cultivates new and fosters existing strategic relationships with investing partner jurisdiction representatives, stakeholders and the hospitality and tourism community.

The ideal candidate in this role will:

- Aspire to inspire transformational moments
- Be a strong, strategic, thoughtful team member
- Always bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy, honest, and accountable
- Positively contribute to the team culture
- Contribute to telling the story of the organization's initiatives, outcomes, and return on investment for the community in ways that are creative and strategic
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization
- Create and execute plans that are a clearly defined road map to achieve the targeted goals of the organization

Role and Responsibilities Overview

- Liaises with Investment Partner Jurisdictions to ensure collaboration, reporting and relationships are maintained effectively
- Represents MCCVB on tourism and hospitality committees, task forces and other relevant related community groups
- Ensures MCCVB representation at community meetings and events
- Creates and delivers presentations and reports for stakeholders, investing jurisdictions and community groups
- Liaises with all MCCVB departments to ensure ongoing thorough and effective communication internally and externally
- Develops and oversees Membership programs including budget
- Develops and oversees Destination Services programs and budget
- Plans and coordinates meetings, events, workshops and other functions related to Stakeholders
- Contributes to our safe, healthy, positive, harmonious and productive work culture and environment

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### Supervisory Responsibility

As a member of the Senior Leadership Team, the Director of Community Relations is responsible for fostering overall team engagement. The leader in this role is also responsible for directly inspiring and managing/supervising those team members who support community relations and destination services programming.

### Other Duties

Please note this job description does not cover or contain all activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Expected Competencies

- Superior relational and communications skills
- Superior professional writing skills
- Strong presentation and public speaking skills
- Expert administrative skills including technical, composition and coordination
- Excellent organizational skills
- Knowledge of Monterey County product and assets
- Ability to relate to and work with a wide variety of stakeholders
- Ability to work and collaborate with a variety of personalities, strengths and skill sets to produce a cohesive and excellent outcome
- Ability to work under pressure and maintain professionalism
- Responsible, reliable team player
- Time management skills with strong ability to multi-task, prioritize and meet deadlines
- Ability to recognize and maintain confidentiality of information
- Ability to attend special events

### Desired Education and Experience

- Working knowledge of computers including Microsoft Office software and Windows operating systems
- Proficient in Microsoft Office products, Word, Outlook, PowerPoint and Excel
- Experience using CRM/Sales database systems
- Experience in the hospitality industry

### Additional Eligibility Qualifications

- Ability to maintain an excellent attendance record
- Valid California driver's license and reliable transportation

### Work Environment

This position operates in a clerical office setting. This role routinely uses standard office equipment including computers, keyboards, phones and a copier/scanner.

### Physical Demands

This is largely a sedentary role with extended work time sitting at and using a computer including a keyboard and mouse. The person in this role must have the ability to lift and carry items, walk up and down stairs, and bend/sit and stand as necessary.

### Position Type/Expected Hours of Work

This is a full-time in-market position. The regular schedule of work is Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work and participation in events that occur after hours is expected frequently.

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Travel Expectation

This position may require up to 40% local (within Monterey County) travel. This position may also require travel on occasion outside of Monterey County and/or California to attend industry meetings, conferences, and other events/activities.

MCCVB offers a comprehensive Team Member Investment package including compensation, incentive potential, professional development, paid time off, paid holidays, 401k plan and group health, dental, vision, life and long-term disability insurance coverage.

If you are interested in joining our team, please send your cover letter and resume to [HR@seemonterey.com](mailto:HR@seemonterey.com)

[Careers | Monterey County Convention & Visitors Bureau \(seemonterey.com\)](#)

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