

POSITION DESCRIPTION
Visit Salt Lake



SALT LAKE

Job Title: Development Assistant
FLSA: Full-time, non-exempt
Reports to: Chief Development Officer
Department: Development

Job Summary

Salt Lake is a place where elevation meets aspiration. An active urban city set at the foot of spectacular mountains. A place for open minds and fresh perspectives. This is an exciting time to be in Salt Lake: a brand new \$5.1B SLC International Airport expansion, a recently opened 700-key Hyatt Regency convention hotel, several new hotels in the development pipeline, population and business growth (Utah has been the fastest growing state in the nation since 2010, primarily driven by Salt lake), host of the 2023 NBA All-Star Game and recently announced as the preferred host of the 2034 Winter Olympics...Salt Lake is on fire, and we're just getting started.

To capitalize on this incredible growth and to achieve Visit Salt Lake's ambitious vision, a dynamic Assistant to provide high-level administrative support to our Development team. The ideal candidate will be an organized, detail-oriented, and proactive individual who can handle a wide range of administrative tasks with professionalism and efficiency. The Development Assistant will play a crucial role in ensuring the smooth and effective operation of our Development Department.

Primary Responsibilities:

- Manage the Department's calendar, schedule appointments, and coordinate meetings and travel arrangements.
- Prepare, edit, and proofread partnership presentations, materials, and reports and maintain accurate and up-to-date records of partnership activities.
- Plan and organize Committee meetings, including booking venues, and preparing materials.
- Arrange travel itineraries, accommodations, and transportation for the development team.
- Track and process expense reports, ensuring compliance with company policies. Processing of regularly scheduled monthly billings, invoices, and purchase orders for the Development department.
- Conduct research and compile data to support decision-making processes.
- Assist in organizing and executing events, and conferences.
Support at VSL events welcoming attendees and confirming registration.
- Handle administrative tasks such as filing, record-keeping, meeting minutes, etc.
- Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience preferred.
- Exceptional organizational and time management skills.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office and other relevant software applications.
- Ability to multitask, prioritize, and work well under pressure.
- Attention to detail and accuracy.
- A proactive and self-motivated approach to tasks.
- Flexibility and adaptability to changing priorities.
- Personable and enjoys working directly with clients, partners, and staff.

Benefits Package: Insurance: medical, dental, vision, life, long-term disability. 401(k) plan, Vacation, Sick, Personal Days, and major holidays PTO.

Application: Interested candidates are encouraged to submit their resume and cover letter at HRvisitSL@visitsaltlake.com.

Visit Salt Lake is an equal-opportunity employer. We value diversity and encourage applicants from all backgrounds to apply. Only qualified candidates will be contacted for an interview. We thank all applicants for their interest in joining our team.

Final candidates will be subject to a background and reference check. E/O/E