An Equal Opportunity Employer

CAREER OPPORTUNITY

HUMAN RESOURCES
301 W High Street, Suite 720
Jefferson City, MO 65102

Interested candidates should:
Send a cover letter, resume and writing sample to:
Jamie.Angel@ded.mo.gov

Closing Date: December 11, 2019

Director – Missouri Division of Tourism

Jefferson City, MO
Salary (based upon credentials): $69,528 - $98,436

This position serves at the pleasure of the Tourism Commission, reports directly to the Commission and is responsible for carrying out Commission policies and for the administration and operating functions of the Missouri Division of Tourism (MDT)

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Develop the tourism marketing plan and be accountable for the achievement of the goals and objectives in the marketing plan
- Responsible for collaboration with the Department of Economic Development (DED) Director and Divisions and responsible for the MDT's focus of the Department's Strategic Plan
- Serve as spokesperson for the Missouri tourism industry in the press; serve as a resource and advocate for Missouri tourism
- Develop relationships with community and tourism industry associations by serving on boards/committees and speaking at engagements to communicate the purpose and progress of the State of Missouri for attracting visitors
- Initiate, develop, implement and evaluate travel and tourism promotional activities for the state
- Administrative and Operational duties include:
  - Prepare and manage MDT operating budget (approved by the Commission) encompassing all activities and operations of the Commission
  - Manage MDT staff through direct and indirect supervision
  - Responsible for the recruitment, interview and selection of MDT staff
  - Execute contracts, agreements and commitments
  - Follow the guidelines of State policies and statutes
- Prepare reports for the Commission and perform other related work as assigned

COMPETENCIES:

Comprehensive Knowledge of Missouri Tourism
Excellent Oral and Written Communication Skills
Project Management Experience
Leadership
Strategic Thinking
Organizational Development
Collaboration Skills
Policy Development

QUALIFICATIONS:

- Per 620.460.1, RSMo - "[The] director of tourism… shall be qualified by education and experience in public administration with a background in the use of the various news media as to the dissemination of public information to promote tourism."
- A bachelor's degree in relevant areas and six or more years of relevant experience in the tourism industry, marketing and public relations.
- Managerial experience is helpful