

August 10, 2020

**Job Description and Application:**

**Destination Manager, South Tillamook County Community Programs**

Tillamook Coast Visitors Association (TCVA), a destination management organization representing Tillamook County tourism, is seeking a Destination Manager for south Tillamook County community programs. This is a full-time position reporting to the Executive Director of TCVA. The individual will work closely the TCVA team, a liaison from the Tillamook Board of County Commissioners, and community groups and individuals from south Tillamook County.

This position serves as the key destination representative in TCVA’s efforts to actively build and maintain relationships, engage the community, fulfill a work plan, and help locals and visitors create a mutually beneficial relationship through tourism management.

Top candidates will possess a background in community development, project management, communication, and/or sustainable tourism principles, and experience working with multiple and diverse stakeholders.

Salary ranges from $55,000 to $60,000, depending on experience, and includes a benefits package. The position will be stationed in Pacific City, with meetings throughout south county and in the city of Tillamook. TCVA is an equal opportunity employer.

Deadline for application is **Sept. 11, 2020**. Please complete the application (link here) email along with a resume to:

[nan@tillamookcoast.com](mailto:nan@tillamookcoast.com)

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| **Destination Manager, South Tillamook County Community Programs** |

**Reports to: Executive Director, Tillamook Coast Visitors Association (TCVA)**

**POSITION DESCRIPTION**

The Destination Manager, South Tillamook County Community Programs takes a key role in building partnerships and collaboration among businesses, organizations, agencies, individuals, community groups, Chamber of Commerce and the Board of County Commissioners. This position is responsible for fulfilling a specific work plan, and developing and managing destination programs for south Tillamook county, an area defined from Hemlock to Neskowin, Oregon. The Destination Manager will aid in refining strategies and objectives, and may act as project manager, program manager, facilitator and/or lead implementer for a variety of development efforts. Benchmarks for success will provide a framework for regular reporting and outcome of program goals.

The Destination Manager, South Tillamook County Community Programs plays a critical role in strategic decision making and operations as TCVA continues to support destination management throughout Tillamook County. This position reports to and works closely with the TCVA Executive Director and TCVA team to support the strategic vision and mission of sustainable tourism in Tillamook County.

*This position focuses on “Return on Responsibility” and “Return on Relationships” benchmarks from the TCVA Destination Management Strategic Plan, as well as other projects important to the community in its destination management development. The plan can be downloaded at tillamookcoast.com/industry*

Project Management – Connect with businesses, organizations, agencies and individuals to facilitate initiatives, such as:

* Develop a parking operations plan based on the Pacific City/Woods Parking Management Plan, direction from the Pacific City/Woods Parking Advisory Committee, county parks, state parks, and community groups that oversee parking lot areas.
* Design and implement new programs that aim to address critical, tipping-point destination management issues identified in south Tillamook County.
* Assess opportunities and challenges related to community livability and tourism and develop and help implement creative solutions.
* Collaborate on projects that support community stewardship initiatives.
* Support of local tourism, community and nonprofit partners and interested parties looking to establish or expand destination management opportunities in south county.
* Act as liaison with community at large and with tourism industry.
* Be an active participant in community meetings, including Pacific City/Nestucca Valley Chamber of Commerce meetings.
* Work with TCVA on new and ongoing projects related to county-wide destination management programs that include south Tillamook County, such as wayfinding, workforce training, events, etc.

Community & Regional Development

* Use the Cape Kiwanda Master Plan and Pacific City/Woods Parking Management Plan as guides for working on destination management issues; suggest ways to expand vision to all of Pacific City.
* Develop strong relationships with local organizations and businesses, communicating frequently.
* Work closely with tourism board, liaison from the county commissioners’ office, state and county agencies, chamber, and community organizations, providing frequent communications on status and outcomes of programs.
* Serve as liaison between businesses and organizations and TCVA on messaging, marketing, event promotion and communication channels for destination management programs.
* Work with chamber and local businesses in efforts to encourage new business opportunities.

Administration – Work with TCVA board and team for reporting and special projects:

* Produce and compile regularly scheduled reports on south Tillamook County projects.
* Actively participate in and contribute to TCVA team strategic planning and meetings.
* Follow principles of sustainable tourism and destination development as outlined in TCVA Destination Management Strategic Plan.
* Attend, report, and assist with tourism board meeting duties as needed.
* Perform other duties as assigned.

**QUALIFICATIONS & PREFERENCES**

1. Education Preparation and Work Experience
   * Associate degree with equivalent work experience; BA/BS degree preferred
   * Knowledge of destination management, sustainable tourism development,   
     and/or program management
   * Experience in community development, hospitality and/or small business
2. Technical Skills
   * Knowledge of digital tools and databases commonly used in project management
   * Build and maintain community and agency contact list
   * Excellent verbal and written communication skills
   * Public speaking, facilitation and presentation skills required
   * Ability to learn new digital tools to optimize productivity and communication
   * Ability to organize time effectively and manage multiple tasks simultaneously
   * Ability to set and meet deadlines
   * Strong attention to both detail and overall goals
3. Learning Inclinations
   * Independent, self-directed learner
   * Creative problem-solver and ability to research solutions
   * Curiosity and passion for learning, with an excitement for new challenges
4. Attitudinal Qualifications
   * Ability to connect, listen, collaborate, negotiate and lead
   * Ability to build strong partnerships locally and regionally
   * Commitment to strong work and personal ethics
   * Flexible and team-oriented
   * Willingness for occasional travel, working nights and weekends

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Tillamook Coast Visitors Association (TCVA) is a 501(c)(6) organization representing sustainable tourism and destination management development in Tillamook County, Oregon. It is funded by a portion of the transient lodging tax collected by Tillamook County. TCVA focuses on strategic tourism investments, collaborative relationships and responsible programs that benefit stewardship of our natural resources and economic and community vitality. We focus on outdoor recreation and education, culinary/agritourism and cultural heritage. Check out the Visit Tillamook Coast story at tillamookcoast.com, Facebook, Instagram and YouTube.