

The successful candidate will have the following Knowledge, Skills, and Abilities:

- Experience with not-for-profit environments and a sound understanding of the Executive Directors role with respect to the board and governance.
- Knowledge of the Region's Tourism Goals and a strong understanding of the region, or a proven ability to assess and learn community strengths.
- Proven ability to develop and manage budgets, grants, and grant distribution.
- Experience in building relationships with a community, and Local & Regional Governments.
- Connection with Indigenous and Multi-cultural communities.
- Proven experience in building community relationships through strategic partnerships and promotion.
- Position Requirements:
- Post secondary degree related to a subject such as Commerce, Business Management, Hospitality & Tourism, or Marketing, or at least 3-5 years equivalent business experience.
- Self-directed leader with strong interpersonal skills and ability to be an effective collaborator and innovator.
- Proven managerial skills in recruitment, training, and development of staff by providing both positive and constructive feedback in a team environment.
- Proven experience in Budget preparation and administration.
- Experience with volunteer Board Governance and Government relations.
- Proven ability in developing, implementing, and leading significant marketing plans.

Other Requirements:

- The Executive Director must maintain a valid province of Alberta Driver's License, with the ability to provide a clean drivers abstract.
- Acquire a Vulnerable Sector Check upon hiring and annually thereafter.
- Working Conditions:
- Extended local travel
- Occasional out of the area travel
- Variable hours of work as required (i.e. weekends & evenings)

Compensation:

- This is a permanent full-time contract salaried Executive Director position. Salary negotiable based on qualifications and experience.
- This position reports to the Grande Prairie Regional Tourism Association's Board of Directors.
- Possibility for relocation expenses
- Benefits Package

Job Type:

- Full-time/Permanent
- Required experience: 3-5 years
- Preferred education: Post Secondary Degree

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Vision care

Schedule:

- Monday to Friday
- Weekends as needed

Ability to commute/relocate:

- Grande Prairie, AB T8V 7X9: plan to relocate before starting work (required)

Education:

- Post Secondary Degree (preferred)

Experience:

- management: 3-5 years (preferred)

Work Location:

- In person

How to Apply:

- submit resume by email to:
board@gptourism.ca
c/o Human Resources
Committee