Destination Development Events Manager

As the region’s destination marketing and management organization, the Rockford Area Convention & Visitors Bureau (RACVB) is working to increase tourism to the region and produce experiences that residents and visitors enjoy. We currently have an exciting opportunity for a **Destination Development Events Manager**.

We are looking for a self-starter individual who will be responsible for providing creative, organizational and logistical support in the execution of RACVB signature events and initiatives including: Stroll on State, Forest City Beautiful, CRE8IV: Transformational Arts, and Merry & Bright holiday events.

Duties include but will not be limited to:

* Special Events
* Project Management
* Planning and Leadership
* Maintaining community relationships
* Other duties as assigned

This candidate must be highly organized with the ability to meet competing deadlines; be able to comply with budget and financial procedures as well as proficient on Microsoft Office Suite – Word, Excel, PowerPoint, with some experience in Adobe, InDesign, and Photoshop helpful. In addition, the ability to read and write reports, business correspondence and marketing materials is required. Must also be able to effectively present information and respond to questions from the public including representatives in business, hospitality and media while enthusiastically networking to build relationships on a local, regional and national level.

This person will play a leadership role inside and outside the organization so they will be required to have a good understanding of the tourism industry and its trends as well as have strong interpersonal skills that allow for success in a team environment. Must possess confident communications capabilities in both written and verbal forms and be detail oriented. Willingness to embrace and adhere to RACVB standards and corporate culture is required.

Bachelor’s degree in Marketing, Public Relations, Tourism, Business or relevant field and three to five years’ experience in community event planning or equivalent combination of education and experience. Destination/ tourism experience is a plus. Candidate should demonstrate an innovative use of research, strategy, creativity, collaboration and project management skills to produce meaningful results. Experience with event planning and management; especially for large events. Experience with recruitment, retention and management of volunteers is helpful. Candidate should project professionalism and confidence while willing to roll up the sleeves when necessary. Integrity, innovation, initiative and integration form the basis of all work and relationships.

Flexibility with evening/weekend meetings and events, as needed.

To learn more, go to: <http://www.gorockford.com/about-us/job-volunteer-opportunities/> or apply here.