

Galesburg Tourism & Visitors Bureau

Notice of Position Vacancy –President

The Galesburg Tourism & Visitors Bureau seeks interested candidates for the position of President. This is an exempt, full-time position with a starting salary of \$60,000 to \$65,000 per year, depending on qualifications, plus benefits.

General Description of the Positions

The President directs and coordinates a comprehensive program of tourism development and promotion for the Galesburg / Knox County Area. The President reports to a Board of Directors. They must grow tourism-related income in Galesburg through the effective use of strategic planning, leadership skills, community assets, financial acumen, industry knowledge and relationships, and evolving tourism practices. This position will represent the Galesburg/Knox County community in the tourism industry, including developing and maintaining relationships within the travel region, Illinois Department of Commerce and Economic Opportunity, cooperative tourism partnerships, and others.

Essential Duties of the Positions:

- Strategic Planning,
- Marketing & Public Relations,
- Product Development,
- Administration / Operations, and
- Event Planning & Support.

Education and Experience:

- Bachelor's degree in travel and tourism, marketing, business administration, public administration, public relations, communications or a related field.
- Two (2) years of progressively responsible experience in a convention and visitor's bureau or a similar position in the hospitality industry, such as in tourism, public relations, or marketing.
- Supervisory experience preferred.
- Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

How to Apply

To apply, submit a cover letter, resume, current salary, and five (5) business related references to: thompsoc@ci.galesburg.il.us. Position open until filled, with initial review of applicants occurring November 8, 2019.

Note: This position is not an employee of the City of Galesburg.