



**Partnership Development Director
Position Announcement**

The Colorado Springs Convention & Visitors Bureau, doing business as Visit Colorado Springs, is looking for an energetic team player with influential and effective people skills who has a passion for Colorado Springs and the Pikes Peak region. Our mission is to “create economic vitality through memorable visits to the wonders of Colorado Springs and the Pikes Peak Region” and we partner with more than 500 businesses in the hospitality industry to make that happen. We need someone to help our current partners thrive and to bring in additional partners that will amaze and delight our visitors. We need you to be excited to meet new people and have the ability to close the sale while making prospects and partners feel welcome and valued. We are looking for someone who is pleasantly persuasive, easy-going, good natured and always enthusiastic about how a partnership with VCOS can help bring more visitors to area businesses. And while we appreciate that you’re a “big picture” kind of person who thinks strategically and thrives in an ever-changing environment, we are also looking for a good measure of dependability, respect for established procedures as well as proven supervisory and teamwork skills. VCOS hosts 10-12 events per year that you will concept, plan, market and execute with the assistance of our Partner Relations Manager and support from the marketing & communications team. You will be working in a cooperative, harmonious environment and provided with consistent direction and strong leadership. Within organizational guidelines, you will have the opportunity for independence, empowerment and self-direction. This is an exempt, salaried position with a quarterly bonus structure. If you are a good match for VCOS and this specific opportunity, please read our Position Description below and, if still interested, send us a cover letter and resume – no calls, please.

POSITION INFORMATION	
Position Title Partnership Development Director	Date 11/15/2019
Department Partnership	Reports To Chief Innovation Officer

FLSA CLASSIFICATION	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>

PURPOSE
This position is responsible for generating revenue through current partner retention, new partnership sales, partner enhancements, marketing opportunities and sponsorship sales, and profitable partnership event management with strong attendance.

ESSENTIAL DUTIES/RESPONSIBILITIES
<ul style="list-style-type: none"> • Assist in preparation of and execute annual partnership sales plan to meet or exceed revenue goals • Assist in preparation of and execute annual partnership retention program to keep in contact with existing partners, determine their needs, work to resolve or avoid issues • Sell partnership and marketing opportunities/upgrades to prospective and existing customers (includes prospecting and follow-through) • Participation in monthly partner billings and follow up on accounts receivable to obtain payments • Manage partnership and related events to maximize return for VCOS and value to attendees • Represent VCOS through community involvement • Effectively work with and develop the Partner Relations Manager

The above statements are intended to describe the general nature and level of work being performed by people assigned in this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required.



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MINIMUM QUALIFICATIONS	
Education	Bachelor's Degree in related field is preferred (Related experience may substitute)
Experience	Minimum three (3) years related experience in sales and/or non-profit development
Knowledge, Skills & Ability	<ul style="list-style-type: none"> • Results oriented; Desire to identify and achieve or exceed goals • Professional demeanor; outgoing, pleasant and genuine personality • Proven effective organizational and managerial skills; takes initiative and respects procedures and policies • Proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Publisher) • Experienced with Customer Relationship Management software, traces, contact tracking • Experienced with project management; Able to plan, manage and execute quality events • Familiarity and experience with economic development and/or the tourism industry a plus • Strong interpersonal skills, maturity and good judgment • Capability of communicating in a professional manner with a diverse range of individuals • Ability to work collaboratively • Reliable, dependable, flexible and responsive; able to work outside of normal work schedule as needed/directed • Ability to travel overnight occasionally; valid driver's license and consistent access to a vehicle are required
Working Relationships	All levels of VCOS partnership (current and prospective), VCOS employees, volunteers, and external vendors. Works effectively with other organizations to promote VCOS's values and mission.

Application Instructions (please read carefully and follow all instructions)

Please email cover letter and resume to Amy@VisitCOS.com before 5:00 pm, December 2, 2019. Cover letter and resume should be in a single Word or PDF document, not within the body of the email. In your cover letter, please include 1) details about why you are a good fit, 2) professional references, 3) desired salary range and 4) when you'd be available to start. No calls, please.