



ABOUT US

Visit Central Oregon, headquartered in Sunriver, Oregon, has been the Destination Marketing Organization for Central Oregon since 1971. Our mission is to inspire visitation to Central Oregon by celebrating our unique culture and diverse landscapes. We drive economic growth for the region with a commitment to sustainability for the long-term vitality of our communities. Serving as the Regional Destination Marketing Organization (RDMO) we have the unique opportunity to share six distinct regions with potential visitors. We pride ourselves on maintaining a culture based around collaboration, creativity, and constant growth and personal development for our team. For more information, please see <https://visitcentraloregon.com/who-we-are/>.

JOB TITLE

Business Development Manager

REPORTS TO

VP of Industry Relations

JOB SUMMARY

The Business Development Manager is a remote, part-time (approx. 20-25 hrs/week) contracted position, representing Visit Central Oregon for regionally collaborative sales and business development. The Business Development Manager will fulfill a necessary role for the organization, focusing on effectively supporting regional hospitality, recreation, and business partners. This position will develop and implement strategies for building visitation and awareness of Central Oregon as a desired destination for meetings and events, while supporting the revitalization of international inbound visitation.

The ideal candidate is resourceful, a strong networker and communicator, and independently motivated, preferably with experience in tourism at the community and regional level. We're looking for someone who can convene and collaborate with regional hospitality sales teams, develop co-op programming, then take tasks and see them through to completion. This role requires the ability to manage multiple projects and includes overnight travel for industry trade show and association events.

JOB DUTIES

- Coordinate and lead quarterly Hospitality Sales Advisory group
- Outreach and execution of sales and business development opportunities offered by Visit Central Oregon to stakeholders including FAMs, tradeshow opportunities, advertising opportunities, and more
- Manage and maintain stakeholder database systems for sales and business development programs
- Prepare regular and ongoing updates to the VP Industry Relations, and monthly business development reports for the staff and Board of Directors
- Make recommendations to Marketing team for co-op marketing opportunities, i.e. 3rd party publications and associations
- Asset coordination, regional representation, follow-up and lead dissemination from industry travel trade shows such as: IPW, IAGTO, Go West Summit, SkiTops and others

- Coordinate and staff in-market travel trade events
- Coordinate and staff in-region industry familiarization tours (FAMs)
- Staff and coordinate leveraged co-ops with Travel Oregon for international global sales
- Regional representative and point of contact for Oregon Tour & Travel Alliance (OTTA) and other industry related associations
- Other networking and follow-up in relation to business development and global sales as needed

JOB REQUIREMENTS (EDUCATION/ EXPERIENCE)

- 3-5 years of relevant work experience in sales and/or hospitality-related role; additional marketing, public relations, tourism, travel, or related industry experience a plus.
- Experience in a metrics-driven culture and driving measured results for hotel property overnight bookings
- Extremely well organized with the ability to manage multiple initiatives at once and deliver on time
- Highly driven and self-motivated and comfortable with autonomy and driving initiatives
- Ability to travel domestically including overnight stays
- Computer literate, including effective working skills of MS office applications. Experience with Customer Relationship Management (CRM) systems and utilization as a tool by a destination management organization a plus.

COMPENSATION AND WORKING CONDITIONS

- Contracted part-time @ 20-25 hours per week; up to \$40K annually
- Candidate must reside in Deschutes, Jefferson, Crook or So. Wasco county to develop stakeholder relationships
- Home office required for remote work
- Occasional business travel and event hosting as required
- Occasional evening and weekend work hours as required

TO APPLY

Please send cover letter and resume with at least two professional references to careers@visitcentraloregon.com

Visit Central Oregon is an equal opportunity employer committed to promoting an inclusive workforce free from discrimination. We make all hiring and employment decisions without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, age, physical or mental disability, marital or family status, national origin, genetic information, military or veteran status, or any other basis protected by applicable law.