



Executive Director

Missouri Travel Alliance is searching for an **Executive Director** to lead our industry association.

If you are the right person for this position you are dynamic, adaptable and organized with the ability to work effectively with boards and committees to move our Alliance forward.

This is a **part-time position** ; an average work week should require **20-25 hours** of time commitment.

Salary range for this position is **\$29,500 - \$31,500** .

Job Responsibilities:

Job responsibilities include, but are not limited to:

- Supporting the Executive Committee and Board of Directors through office management, general bookkeeping and budget preparation.
- Creating and maintaining databases, including updated membership lists.
- Creating and distributing a weekly newsletter to our membership.
- Work with Board and committee members on all aspects of events, workshops and marketing opportunities, trade shows, etc.
- Arrange and prepare for Board meetings under the direction of the President.
- Function as Missouri Travel Alliance's primary contact for the Missouri Division of Tourism.
- Develop and maintain a relationship with the Director and staff members of the Missouri Division of Tourism, representing MTA at statewide tourism events in conjunction with the MTA President.

Missouri Travel Alliance was founded in 1962 to support the tourism industry in Missouri. Our mission and vision statements clearly and concisely outline what our organization stands for. Our mission is to champion the travel industry in Missouri. Our vision is to grow travel into the number one industry in Missouri.

Our membership is diverse, representing all aspects of the industry, from smaller family-owned operations to larger corporate entities, and from all regions of the state.

We are a grassroots partnership whose mission is to advocate on behalf of Missouri's travel industry. We are a business-focused lead generator providing sales and marketing initiatives while also presenting our members with professional development and networking opportunities.

All candidates are asked to submit a **resume** and **cover letter** to the **Search Committee by Friday, July 10th** .

Please send your resume and cover letter to **Beth Mead, Search Committee Chair** either by email to: dillpicklekid62@gmail.com or by regular mail to: Beth Mead, 708 Medina Drive, Columbia, MO 65202.