



Director Job Description

Position General Description: Directs and administers the effective implementation of the mission, goals, and strategies of the Southern Hospitality Internship Program (SHIP) as established by the governing body. Other key duties include work force development, recruitment, finance management, fundraising, marketing, and community outreach. The position reports directly to the Executive Director of the Sevier County Economic Development Council and the SCEDC Board of Directors.

Objective: Create a brand and launch an innovative workforce development initiative, which utilizes paid internship programs and industry experts, to attract future employees within a diverse range of job experiences in Sevier County, Tennessee. Success is measured by qualified applicants, a robust labor pool, on-the-job training programs, skillset growth, fun and exciting volunteer opportunities and future career focused management candidates.

Essential Duties & Responsibilities:

- In partnership with the business community, create and build the brand for a prestigious *Southern Hospitality Internship Program* in Sevier County, Tennessee.
- Strategic Direction:
 - Lead a nonprofit organization by executing innovative business plans driven to success.
 - Develop and implement the strategic plan for SHIP to include: Housing, Transportation, Recruiting, Business Partners and Volunteer Programs.
 - Collaborate with Business Partners to offer experiential paid internships and on-the-job training programs for students and recent graduates.
 - Develop resources sufficient to ensure the financial health of the organization.
 - Participate in the development of the nonprofit's mission, vision and values.
 - Establish long/short-term goals for realistic plans of action that can be implemented.
- Finance Management:
 - Responsible for fundraising and developing other resources necessary to support the overall internship program(s).
 - Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Oversee the allocation of resources such as money, staff, office space and volunteers.
- Stakeholder Relationships:
 - Build and nurture productive relationships with area high schools, regional colleges and universities for successful recruiting initiatives.
 - Promote experiential internship programs to prospective students and recent graduates.
 - Organize and preside at Housing/Transportation, Education/Recruitment and Business Partners network meetings. Involve the business community.
 - Recognize the support role of government officials and capitalize on opportunities for engagement.
 - Partner with Leadership Sevier and Leadership Tomorrow graduates for high-profile industry experts, speakers and mentors for intern opportunities.
 - Seek out and attract high potential students for SHIP Ambassador opportunities.

- Operations & Administration:
 - Assist SHIP's governing body in developing and implementing operational policies, internship programs, and volunteer events which meet identified needs.
 - Finds creative ways and seek solutions to carry out the workload.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
 - Responsible for accurate record keeping and record retention.
 - Report on-going statistical and descriptive information regarding programs, operations and finances to the SHIP governing body. Attend all governing body meetings and serve as staff resource to SHIP's governing body.
- Marketing & Public Relations:
 - Engage in website development, management and maintenance.
 - Develop expressive and meaningful recruitment collateral for print and online use.
 - Serve as SHIP's primary spokesperson to the media and the general public.
 - Oversee marketing, brand management and other communication efforts.
 - Organize and conduct "FAM Tours" for Career Advisors and students.
 - Establish university research study from the beginning into the future.
- Performs other duties as assigned.

Professional Skills & Experience:

- Demonstrates excellent administrative and communication skills; a strategic thinker, is a competent decision maker, effective leader, excellent public speaker, manager and executor.
- Experienced, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Demonstrates flexibility in changing circumstances.
- Strong public relations skills and speaking ability.
- Demonstrates an energy and passion for SHIP and the wealth of opportunities for students.
- Ability to convey information on SHIP to energize and motivate involvement of the advisory board, the business community, staff, volunteers, donors and others.
- Prioritizes and plans work activities, uses time efficiently, disciplined to meet deadlines.
- Maintains confidentiality and sensitivity of information and opinions.
- Adheres to the organizations policies and procedures.

Personality Characteristics:

- Highly motivated self-starter.
- Ability to work independently.
- Ability to market the product and close the sale.
- Entrepreneurial spirit, creative, enjoys new ideas, finding ways to do it differently but effectively.
- Enjoys people and working with others; in a team or group structure, meetings, networking or collaboration driven toward a common goal.
- High integrity leader.
- Uses good judgement.

Education & Experience:

- Preferred graduation from an accredited college or university with a Bachelor's degree.

- Preferred minimum of five (5) years leadership and management experience.
- Knowledge of principles and practices of Sales & Marketing in the hospitality and tourism industry.
- Competent technology skills and expertise with Microsoft Office, Word, PowerPoint and Excel.
- Ability to travel as needed with valid driver's license and proof of insurance.

Essential Functions:

Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; climb and descend stairs, reach with hands and arms and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 30 pounds on their own.

Application Process:

Please submit a letter of interest, resume and three professional references to:

SCEDC
Director-SHIP
321 Court Avenue
Sevierville, Tennessee 37862

Or email your information to ewhaley@seviercountyttn.gov.

Resumes' will be accepted until Friday, September 27, 2019, 4 pm EST.

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