



Decatur Area Convention & Visitors Bureau

Decatur / Forsyth - Illinois

JOB DESCRIPTION

EXECUTIVE DIRECTOR of Decatur Area Convention and Visitors Bureau (DACVB)

Reports to Executive Committee and Board of Directors

- The Director shall be responsible for the administrative, operating and marketing functions of the Bureau.
- The Director shall serve as advisor to the Board of Directors, assemble information as may be required and attend all meetings of the Board and Board committees in an advisory, non-voting capacity.
- The Director shall be responsible for the hiring, discharging, directing and supervising of all employees of the Bureau.
- The Director shall be responsible for the preparation of an annual operating budget encompassing all activities and operations of the Bureau, which budget shall be subject to review and approval of the Board. Produce monthly financial reports & annual audits.
- The Director shall perform such other and additional duties, as may be assigned by the Board as may be designated, and as provided for in the bylaws.
- Develop and supervise plans to promote Decatur * Forsyth as a convention and visitor destination to area, state, regional, national and international convention association and groups; as a center for conferences, workshops and meetings; and as a tourism destination through individual leisure travel and motorcoach development.
- Develop and supervise plans and procedures to disseminate information about facilities available in Decatur * Forsyth which are conducive to conventions; for greeting executives in charge of associations holding conventions; for assisting groups in preparing programs and pre-convention literature.
- Develop and supervise implementation of an annual marketing plan for the Bureau.

- Develop and supervise plans to promote Decatur * Forsyth as an area visitor destination. Create new tourist programs and publicize the existing tourist attractions.
 - Promote the CVB to the general public.
 - Participate and maintain membership in local, state, regional, national and international organizations and attend their respective meetings.
 - Be responsible for seeing that applications for federal, state and local grant programs are properly prepared and administered.
 - Maintain a good working relationship with local, state and national elected and appointed officials.
 - Maintain a good working relationship with the media.
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Persons interested in the job can contact Jimmy Peck at jpeckjr@hotmail.com.
To speak with Denene Wilmeth about her career, please call 217-423-7000.