



Position Title: Membership & Marketing Manager

Organization: Kentucky Travel Industry Association

Reports To: President & CEO

Position Summary: As a member of a small staff, the position's duties involve a wide range of responsibilities. Areas of emphases include membership data management and processing; membership marketing and recruitment: program and event planning, marketing and execution; assistance with KTIA programs and events; and basic office support.

Responsibilities:

1. Maintain membership database.
2. In conjunction with outside accounting firm process member-related invoices; track accounts receivables; process credit card payments; prepare deposits.
3. Manage annual membership renewal process.
4. Develop and assist in executing member recruitment strategies.
5. Assist in marketing KTIA and KTIA events.
6. Serve as primary manager of KTIA's annual awards programs and auctions.
7. Assist in all aspects of event planning and execution.
8. Provide basic office management and support.
9. Other duties as assigned in support of all KTIA functions.

Qualifications & Skills:

1. Although not a requirement, tourism industry and/or association experience will be a significant consideration.
2. Highly service oriented with strong interpersonal skills and adept at building effective working relationships.
3. Effective and confident in all forms of communication – spoken, written and digital.
4. Detail oriented.
5. Strong computer skills.
6. Strong project management skills.
7. Conference and event planning, marketing and execution abilities.

8. Understanding of basic office operations and procedures.
9. At least some limited data management/ bookkeeping experience is a plus.

Requirements:

1. College degree in a field related to the position's responsibilities.
2. Relevant experience may substitute for the education requirement. Relevant work experience includes, but isn't limited to data management, basic finance, membership development, travel & tourism industry and/or association management.
3. Ability to travel.

Annual Salary: Negotiable based on qualifications

**Please send cover letter and resume to Hank Phillips
(hank.phillips@ktia.com)**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.