

# **PUTNAM COUNTY CONVENTION & VISITORS BUREAU**

## **Executive Director Position Description**

### **Title**

Executive Director, Putnam County Convention & Visitors Bureau (CVB)

### **Position Overview**

The Executive Director holds a contract position leading an economic development organization that contributes to Putnam County's quality of life through tourism-focused development and promotion.

The ED is responsible for leading the staff, and working with collaborating organizations and the community, through the final two years of the county's current five-year outdoor recreation master plan, which the CVB adopted as its strategic plan. This plan focused the CVB on "tourism development," vs "tourism promotion," and developing/supporting outdoor recreation-related venues, programs and events will continue through 2026. With the local experience that will result as the current plan is completed, the ED will be responsible for drafting the organization's next strategic plan, to begin in 2027.

The ED is a collaborator, creator and supporter of partnerships in this county of nearly 40,000 residents. From the Visitors Center, located on Greencastle's historic Courthouse Square, through 2026 s/he oversees a full-time staff member and works with the part-time county parks director as part of the CVB's collaboration with the Putnam County Parks Board and the Putnam Parks & Pathways organization.

The ED has primary responsibility for promoting Putnam County to markets outside the county and state, and annually increasing overnight stays. This position is accountable for the accomplishments and fiscal integrity of the CVB, working closely with the board of directors and reporting to the board president.

### **Application**

The salary is competitive, based on experience, and a detailed position description can be found at [GoPutnam.com/director-position/](http://GoPutnam.com/director-position/). To apply, email your resume and cover letter to [Hiring@GoPutnam.com](mailto:Hiring@GoPutnam.com). The application has a rolling deadline, ending March 31, and applications will be reviewed on a rolling basis.