

Job Title	Special Projects Manager (to the President/CEO)
Department	Administration
Reports To	President/CEO
Organization Summary	Visit Fort Wayne (VFW) is Allen County’s official destination marketing organization. We promote Fort Wayne as a destination for leisure, group, convention, and sports travel.
Job Summary	The Special Projects Manager to the CEO will play a critical role in the organization by providing exceptional project management to support the CEO to ensure that the CEO’s various and extensive projects are moved from conceptualization to completion. The manager, as a highly confidential employee, will potentially coordinate all phases of project management including visioning, planning, executing, communicating, tracking, monitoring, and closing. This employee will work closely with the CEO on communications and correspondence and will serve as a liaison on key initiatives with strategic partners both within and outside of the organization.
Responsibilities	<p>Oversees special projects on behalf of the CEO establishing timelines, coordinating project deliverables with other departments and/or external partners and stakeholders.</p> <p>Executing research and data analysis initiatives on specific projects; evaluate and update project status for reporting and decision making, recommending adjustments when necessary.</p> <p>Work closely with designated team members to prioritize and organize the CEO’s evolving list of responsibilities and requests against organization-wide goals and deadlines.</p> <p>Assist CEO in management and execution of the organization’s strategic plan objectives and goals. (And other plans as needed)</p> <p>Work closely and in collaboration with the Vice President of Marketing and Communications (VPM&C) in the CEO’s absence as the VPM&C is the organization’s second in leadership under the CEO.</p> <p>Work with the CEO to maintain excellent board and committee management functions and communications. Serve as a key liaison for the office of the CEO on board and committee business in an exceptional and highly professional manner. Attend board and committee meetings.</p> <p>This person will provide strategic content support for designated meetings attended by the CEO. This includes creating agendas, taking meeting minutes and processing them for CEO review, creating and monitoring the</p>

	<p>status of meeting action plans, and coordinating tasks throughout the organization that are necessary for follow-up. Create and disseminate materials for meetings organized and attended by CEO.</p> <p>Coordinates Tourism Master Plan initiatives and tracking of plan progress.</p> <p>Serve as staff liaison to Visit Fort Wayne Foundation.</p> <p>Assist in organizational diversity, equity, inclusion and belonging efforts.</p> <p>Assist in preparation and submission of grants with CEO and VPM&C.</p> <p>Launch, manage and maintain board communication tools. Create content for monthly board e-newsletter.</p> <p>Manage and maintain Destination Marketing Accreditation Program.</p> <p>Fully prepare the CEO for travel by making travel arrangements and gathering all necessary travel materials.</p> <p>Schedule and organize external and internal meetings strategically on behalf of the CEO as needed.</p> <p>Assist sales, visitor and partner services, and marketing and communications departments as requested by the CEO.</p> <p>Create and implement new project plans including scope, vision, goals, schedule, resources, tracking, etc.</p> <p>Performs other duties as assigned by President/CEO.</p>
<p>Knowledge, Skills & Abilities</p>	<p>Ability to set priorities, be resourceful, manage workload, and attain goals.</p> <p>Highly detail-oriented and organized with an ability to multitask.</p> <p>Highly motivated self-starter who excels in teamwork.</p> <p>Passionate about working in collaborative teams.</p> <p>Excellent interpersonal and communication skills with exceptional ability to communicate in writing and verbally at all levels of the organization.</p> <p>Contributor of a positive work culture. Extremely passionate about the organization’s mission and in increasing opportunities to attract more visitors and develop the destination.</p> <p>Proficiency in use of Office Suites software.</p> <p>Work independently to anticipate needs of and opportunities for CEO.</p>

	<p>Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities.</p> <p>A strong ethic of trust, service, confidentiality, professionalism, and desire to be a part of a fun, dedicated team culture.</p> <p>Remain impartial in stakeholder relations.</p> <p>Support and embrace a culture of acceptance for diversity and belonging.</p> <p>Use of personal automobiles for bureau business is expected through mileage reimbursement program.</p> <p>Minimal overnight travel may be required.</p> <p>Position is administrative in nature, primarily a sitting position.</p> <p>Requires occasional lifting of 25 pounds or less.</p> <p>High level of interpersonal maturity, grace, self-awareness, and sound judgment. Must be open to self-improvement, growth, and professional development.</p>	
Education & Work Experience	<p>Bachelor's degree preferred.</p> <p>The ideal candidate will have experience in project organization, logistical support, and communications.</p>	
Benefits	<ul style="list-style-type: none"> ● Health Insurance or Medicare Secondary Insurance. ● Dental Insurance ● Vision Insurance ● Long Term and Short-Term Disability Insurance 	<ul style="list-style-type: none"> ● Life and Accidental Death and Dismemberment Insurance ● Paid Parking ● Paid Professional Development ● 12 Paid Holidays ● YMCA Optional Discounted Membership
Hours	<p>Monday - Friday 8 am – 5 pm; Rare assistance after hours may be necessary to assist with organizational events.</p>	
Salary	<p>Salary Exempt Full Time Position</p>	
Equal Opportunity Employer	<p>Visit Fort Wayne is an equal employment opportunity employer.</p>	
Pre-Employment Requirements	<p>Visit Fort Wayne is a drug-free workplace and requires a pre-employment drug screen, and a background check for any individual offered a position of employment.</p>	