

Job Title: Executive Director

Organization: Destination Canal Winchester

Location: Canal Winchester, Ohio

Reports to: Board of Directors

Employment Type: Full-Time

About Destination: Canal Winchester

Destination: Canal Winchester is a nonprofit organization dedicated to promoting tourism, supporting local businesses, and enhancing community engagement through events and initiatives that highlight the unique character of Canal Winchester.

Position Summary

The Executive Director of Destination: Canal Winchester provides strategic leadership, community engagement, and operational oversight. This role involves managing day-to-day operations, developing programs that drive tourism, cultivating relationships with key stakeholders, and ensuring the successful execution of major community events.

Key Responsibilities

1. Fundraising and Development

- Identify and secure grants, sponsorships, and donations to sustain and grow the organization.
- Plan and execute events geared toward tourism of Canal Winchester, Ohio.
- Represent the organization at community and donor functions to strengthen partnerships and visibility.

2. Programs and Events

- Develop, coordinate, and expand programs and events that promote Canal Winchester as a destination.

- Able to manage and assist vendors, set up and tear down of events.
- Lead the planning and management of signature events, including but not limited to:
 - Canal Winchester Blues & Ribfest
 - Art on the Canal Art Stroll
 - Canal Winchester Farmers Market
 - Christmas in the Village
 - Summer Sundays at Stradley
 - Reindeer Games & Poker Run
 - Tour of Skeletons

3. Community and Public Relations

- Build and maintain relationships with local businesses, city officials, community organizations, and residents.
- Represent the organization through public speaking, media interviews, and written communications.
- Develop and oversee marketing and communications strategies, including social media, newsletters, websites, and press releases.

4. Governance and Board Relations

- Prepare documents for required meetings such as the agenda and director's report.
- Support policy development and assist in board member recruitment and engagement.

5. Financial and Administrative Management

- Manage organizational finances, budgets, and reporting in QuickBooks.
- Oversee vendor contracts, grant applications, and tourism listings.
- Maintain scheduled office hours and ensure organizational compliance and record-keeping.

6. Staff and Volunteer Leadership

- Hire, train, and supervise staff and volunteers as needed.

- Foster a collaborative and community-driven culture within the organization.
-

Qualifications

- Bachelor's degree in nonprofit management, marketing, communications, business administration, or a related field or equivalent experience.
 - Proven leadership experience in nonprofit management, event planning, or tourism development.
 - Strong written and verbal communication skills.
 - Demonstrated success in fundraising, partnership building, and community relations.
 - Proficiency with QuickBooks, Microsoft Office, and social media management tools.
 - Flexibility to work evenings, weekends, and scheduled events is required.
 - Must be able to lift to 25 pounds.
 - Able to work in a fast-paced environment.
 - Adaptable to change and shifting priorities.
 - Salary range \$50,000 to \$65,000 a year.
-

Ideal Candidate

The ideal candidate is a dynamic, community-oriented leader who thrives on building partnerships, managing complex projects, and promoting local culture. They are passionate about growing Canal Winchester's tourism profile and fostering pride in the community.