

Director, Member Segment Committees

Position Title: Director, Committees

Reports to: Vice President, Member Services & Engagement

Position Summary:

The Committee Project Director is responsible for oversight and management of AHLA's Member segment Committees, including but not limited to the Owners, Management Company, GM and Resort Committees. The Director will assist in identifying areas for greater member engagement, industry deliverables and will serve as an essential communications link between committee chairs, committee members, AHLA staff advisors and AHLA executives.

Responsibilities:

- Responsible for day-to-day management of assigned committees which includes facilitating committee meetings, driving revenues, deliverables and events and tracking & maintaining a budget for each committee
- Responsible for identifying areas of committee alignment across committees
- Will work with each committee and its members to establish, document and distribute mission statements, goals and deliverables for each committee aligned with AHLA's strategic plan and will be responsible for executing an aligned annual plan for each committee
- Responsible for liaising with the staff advisors and driving cross departmental initiatives
- Will suggest content and oversee execution of high-quality calls & meetings – will identify what content should be shared with the appropriate member networks
- Will coordinate regularly with co-chairs and members to identify areas for enhanced engagement and member value
- Coordinate with staff advisors to plan and execute regularly scheduled committee calls and meetings
- Identify areas of additional member engagement on committees and will work with the membership team to identify and connect members with committees to ensure there is diverse member representation on each committee
- Ensure Committee deliverables are documented and executed in a timely manner
- Will present to AHLA staff and leadership team committee goals, activities and enhancements
- Assist in vendor and consultant outreach for Committee projects when necessary.
- Ensure there is consistency with committee materials such as agendas, minutes, materials, partner and sponsor features.
- Will manage the committee financial budgets ensuring committees are meeting their budget and are generating revenue when applicable
- Other duties are required.

Education and Experience:

- Bachelor's Degree required
- Hospitality experience required and must have a clear understanding of the structure of the US hotel industry.
- 5+ years of experience providing strategic management and support of committees
- 3+ years in an external member / client facing role building relationships

Skills and Attributes:

- Critical thinker that strategically manages committees; looking for opportunities to align with AHLA priorities and drive revenues
- Excellent oral and written communication skills; team player with a high level of professionalism, self-motivation, and positive attitude.
- Detail oriented individual with exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong project management skills.
- Ability to align members and internal staff to maintain the quality of committee deliverables
- Customer-service focused.

Other:

- Position based in Washington, DC.
- Minimal to moderate travel is required.

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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