

Director, Executive Communications

Position title: Director, Executive Communications

Reports to: Internal Communications Officer

Position Summary:

AHLA's Marketing & Communications department tells the story of our association, our members, and the hotel industry. Within this department is an internal communications team responsible for working cross-departmentally to gather all the latest AHLA information for the Marcomms department. The Director, Executive Communications will use this information to draft speeches, presentations, talking points, one-pagers for AHLA executives.

Responsibilities:

- Draft speeches and presentations for AHLA executives
- Schedule and lead logistical prep calls ahead of executive conferences and presentations
- Supervise the building, maintaining, and distribution of PowerPoint presentations for AHLA executives
- Provide one-pagers and talking points to AHLA executives ahead of conferences and presentations
- Collaborate with content team ahead of and during speeches to provide information for social media and video production
- Build a database of annual executive speeches listing location, audience, and themes
- Organize presentation talking points and slides
- Brief executives for media interviews and press conferences
- Provide one-pagers and talking points to AHLA executives ahead of media interviews
- Collaborate with media relations team to provide information about the preparation and status of media interviews and press conferences
- Draft Lodging Magazine columns and op-ed articles in executive voice
- Copy edit executive correspondents to elected officials
- File all deliverables in project management system
- Regular coordination with Internal Communications Officer
- Other duties and responsibilities as assigned

Education and Experience:

- Bachelor's Degree
- At least five years of relevant experience in communications, government affairs, and trade associations

Skills and Attributes:

- Excellent oral and written communication skills; willingness to be coached
- Excellent copy editing and proofreading skills
- Meticulous attention to detail
- Excellent organization and creative talking points and PowerPoints
- Fluent in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to work closely with executives
- Exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments
- Team player with a high level of professionalism, self-motivation, ability to learn quickly, and a positive attitude
- Ability to work both independently and collaboratively across the department and organization

Other:

- Position based in the Washington DC area
- Hybrid position 3 days in office. (Mon-Wed or Tue-Thurs.)

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.

EOE