



**Employer:** Visit Jackson Hole

**Position:** Strategic Partnerships Manager

**Reports To:** Executive Director

**Application deadline:** June 1, 2026

**Link to apply:** <https://tinyurl.com/VJH-SPM>

### **Position Summary**

The Strategic Partnerships Manager leads product development initiatives that strengthen Jackson Hole as a world-class tourism destination and improve the visitor experience through our funding initiatives. This position will identify strategic investments that benefit the destination by managing grant application processes, contract compliance, performance measurement, and partner communications ensuring that programs and awards are aligned with organizational goals and the Sustainable Destination Management Plan. Reporting to the Executive Director, this position serves as the primary liaison between Visit Jackson Hole and the broader community, building and maintaining relationships with community groups, land management agencies, and industry partners. As a key organizational leader, this position contributes to strategic planning and tracks funding impacts and community benefit.

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### **Primary Duties and Responsibilities**

Essential functions, as defined under the Americans with Disabilities Act, may include the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions performed; incumbents may be assigned additional duties as required. Reasonable accommodations will be made as needed. This job description is subject to change at any time by the employer.

### **ESSENTIAL DUTIES**

#### **Strategic Partner Development**

- Proactively identify, cultivate, and formalize relationships with local and regional partners including tourism industry businesses, land managers, and public agencies
- Identify opportunities for co-investment, collaborative programming, and joint initiatives that strengthen the destination and benefit the broader community
- Represent Visit Jackson Hole at stakeholder meetings, collaborative forums, and regional industry events

### **Visitor Experience & Product Development**

- Lead product development initiatives that enhance the quality, diversity, and sustainability of the Jackson Hole visitor experience
- Collaborate with local partners and community stakeholders to develop new visitor experiences, itineraries, and programming that reflect the destination's authentic character

### **Strategic Funding & Committee Management**

- Oversee all funding program lifecycles including Event Marketing Grants, Strategic Partnership Funding, and Destination Development Program funding
- Design grant application portals, eligibility criteria, evaluation rubrics, and SOPs to streamline and improve the application process
- Identify destination development opportunities and recommend strategic investments that address gaps in the visitor experience
- Serve as primary point of contact for all grant and funding inquiries
- Manage Strategic Partnerships Committee: facilitate meetings, set agendas, and prepare briefing materials and decision documents

### **Contract Management & Compliance**

- Draft and manage funding agreements, invoicing, and financial tracking in collaboration with the Operations Manager
- Ensure compliance with Wyoming State Statutes governing lodging tax usage and maintain comprehensive contract files

### **Performance Measurement & Evaluation**

- Develop evaluation criteria and reporting frameworks to assess impact of funded programs and partnerships
- Gather data on attendance, economic impact, visitor satisfaction, and community benefit from funded programs and destination development initiatives
- Provide quarterly and annual reporting to the Board on deliverables, budget status, and community benefit

### **Stewardship & Strategic Planning**

- Provide guidance to applicants and partners on sustainability best practices and low-impact programming
- Integrate responsible tourism principles into partnership agreements, product development, and destination development recommendations
- Contribute to organizational strategic planning by providing insights on community needs, partnership opportunities, and destination development priorities
- Research emerging best practices in destination funding, product development, and partnership models
- Forecast funding needs and prepare budget recommendations for Board consideration

## **Other Duties**

- Perform other duties as assigned.

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## **Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree in Public Administration, Nonprofit Management, Business Administration, Communications, or a related field
- Minimum of three (3) years of experience in grant management, partnership development, program administration, or a related role
- Destination marketing and management organization (DMMO) or tourism industry experience preferred. Experience working with community organizations, public agencies, or tourism-related entities preferred.
- Preference for candidates who are residents of Teton County, Wyoming, or surrounding areas, and/or have a demonstrated understanding of the Teton County, WY community.

### **Licenses or Certifications**

- A valid Wyoming/Idaho driver's license will be required.

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### **Considerable Knowledge of**

- Community engagement, stakeholder relations, and partnership development
- Destination stewardship principles, sustainability best practices, and responsible tourism frameworks
- Grant program management, funding lifecycle administration, and application portal development
- Wyoming Lodging Tax Statute and related compliance requirements
- Contract management, invoicing, and financial tracking best practices
- Performance measurement frameworks and program evaluation methodologies

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### **Skills and Abilities**

- Strong project management skills with the ability to manage multiple funding programs, deadlines, and stakeholder relationships simultaneously
- Excellent written and verbal communication skills, including the ability to develop clear program guidelines, reports, and stakeholder presentations
- Ability to interpret and apply Wyoming State Statutes, lodging tax requirements, and organizational policies
- Strong relationship-building skills with the ability to engage diverse community partners, applicants, and organizational stakeholders
- Commitment to responsible tourism, destination stewardship, and community-centered program development

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**Physical Demands / Work Environment**

- Work is primarily performed in a standard office environment.
- Requires sitting, standing, walking, and lifting up to 20 pounds.
- Regular driving is required to accomplish work duties.

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**Position Type and Expected Hours of Work**

- Full-time, year-round executive position.
- Primarily daytime hours; evenings and weekends required as needed.
- Work schedule may fluctuate based on organizational and community needs.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may change at any time with or without notice.*