



**Position: OPERATIONS MANAGER, TELLURIDE LODGING EXCHANGE**

**Reports to: TLE Board**

**Location: Telluride, CO**

### **TELLURIDE LODGING EXCHANGE**

The Telluride Lodging Exchange is a consortium of Telluride Nonprofits, Lodgers, homeowners, and community members whose mission is to create, nurture, and sustain community engagement for full-time and part-time residents through dynamic artistic and cultural programming. Telluride's thriving artistic, cultural, and intellectual vibrancy is driven by local nonprofits who bring to our community world-class artists, instructors, filmmakers, speakers, musicians, and scientists, as well as talented seasonal staff and volunteers.

### **What We Are Looking For**

Working closely with the TLE Board, the Operations Manager will be a dynamic and creative team member responsible for the development, planning, implementation, and evaluation of TLE initiatives and programs. This is a leadership position that will help develop and sustain partnerships and strategies to increase and sustain awareness and participation with TLE including but not limited to nonprofits, lodging agencies, realtors, individual homeowners, and public officials. The Operations Manager will have excellent written and oral skills appropriate to provide excellent customer service with a variety of stakeholders. This is a "startup" position requiring initiative, creativity, and organizational finesse.

**This is a 10-hour/week 6-month contract position with possibility of extension. Occasional evening and weekends are required. This position is remote but will require interaction and engagement within the towns of Telluride and Mountain Village.**

### **CORE RESPONSIBILITIES**

#### **Program Management (60%)**

- Working closely with the TLE Board, provide overall management of TLE, including but not limited to developing guidelines and strategies that provide opportunities for matching nonprofits with local lodgers in support of visiting creatives.
- Act as primary liaison between lodgers/lodging entities and participating nonprofits.
- Create timelines and deadlines for nonprofits to provide lodging needs for website as well as making sure information about nonprofits is accurate and up to date.
- Provide consistent information and lodging opportunities to lodging/lodging entities.
- Facilitate recognition and appreciate incentives and events that help nurture and sustain participation.
- Provide marketing support including update of website; draft press and publicity material; and develop appropriate collateral for participating lodging agencies, realtors and/or individual homeowners.
- Manage all contractual obligations relevant to the program.
- Maintain and track Budget.
- Make recommendations to TLE Board on short and long-term priorities TLE's reach.
- Other duties as assigned that support the mission and success of the organization.

**REQUIRED SKILLS, ABILITIES AND EXPERIENCE**

- Ability to take initiative and effectively adapt to change.
- Strong analytical and problem-solving skills
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Works well in a collaborative team environment.
- Excellent verbal and written communication skills
- Communicate and demonstrate a standard of excellence and proactive problem-solving that sets an example for others.
- Represents the organization in a positive light that encourages participation and engagement with the public, participants, donors, and friends of the organization.

**PREFERRED SKILLS, ABILITIES AND EXPERIENCE**

- Previous experience with a non-profit and/or lodging agencies.

**SALARY:** \$25/hr.

Interested candidates, please email cover letter, and resume to **[info@telluridelodgingexchange.org](mailto:info@telluridelodgingexchange.org)**.

**NOTE:** This job description is not intended to be all-inclusive. Contractors may perform other related duties as established to meet the ongoing needs of TLE.

TELLURIDE LODGING EXCHANGE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

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