Position Announcement

**Title:** Tourism Planning & Budget Manager  
**Entry Salary:** $60k - $70k commensurate with experience

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tourism Planning &amp; Budget Manager</strong></td>
<td><strong>Atlanta, GA</strong></td>
</tr>
</tbody>
</table>

**Division:** Tourism

The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, addressing macro level workforce issues, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development. The GDEcD tourism division, Explore Georgia, works to promote the state, and its communities and attractions, to help visitors discover all of Georgia’s unique vacation opportunities.

The Tourism Planning & Budget Manager will report to the Division Director and will directly supervise the Planning & Budget Specialist. Primary duties and responsibilities include, but are not limited to:

- Serve as a liaison with the GDEcD Administration Division (including Finance, Legal, HR, etc.) and manage administrative operations for the Tourism division, including:
  - Budget monitoring, maintenance and monthly reconciliation
  - Managing procurement, vendors and contracts, including the processing of any grants administered across the Tourism division
  - Overseeing travel and employee reimbursement
  - Supporting Tourism Foundation operations
- Assist Deputy Commissioner, tourism leadership team, and GDEcD Finance in developing the Tourism division’s annual budget that supports GDEcD’s strategy and the Tourism division’s business goals
- Ensure compliance with GDEcD policies and procedures
- Establish and maintain a deep understanding of State of Georgia policies and procedures
- Develop divisional policies and practices and drive understanding of administrative requirements across the Tourism division
- Work with the Tourism Directors team on contract negotiations with partners and vendors, ensuring that sound budgetary and fiscal practices are used at each stage of the process
- Other duties as assigned
### Minimum Qualifications:
- Bachelor’s degree in business administration or a closely related field from an accredited college or university AND three (3) years of professional level experience in business administration or operations management, one year of which was in a supervisory or lead worker role
- Understanding of state financial systems and regulations (including travel, timesheets, p-card, etc.)
- Experience managing budgets
- Knowledge of procurement procedures and requirements
- Experience with contract administration
- Cultural sensitivity and awareness
- Self-discipline, initiative, and professionalism
- Team-oriented work style

### Preferred Qualifications:
- Experience with State of Georgia financial systems
- Strong knowledge of state financial procedures and regulations
- Experience managing multiple budgets
- Grant management experience

### Travel Required?
- Limited Nights, Weekends
- Required? No

### Deadline:
- Open until filled; Apply ASAP.

**Application Instructions:** To apply for this position, **you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at [https://www.georgia.org/about-us/career-job-search](https://www.georgia.org/about-us/career-job-search).** If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

**Additional Information for Applicants:** All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer