

REQUEST FOR PROPOSAL / APPLICATION

The BCDMOA is looking to contract a tourism industry professional in British Columbia for a new part-time, year-round position as BCDMOA Manager

Location: Work from home/own office, anywhere within British Columbia with strong internet.

Position Type: Annual part-time (20hrs per week average / 1,040 hours annually), year-round contract, flexible hours around key tourism events.

Reports To: BCDMOA Chair and Board of Directors

About BCDMOA

The BC Destination Management Organization Association (BCDMOA) represents community destination marketing and management organizations across British Columbia. The association supports collaboration, learning, engagement, and advocacy on behalf of its members to government and industry partners while supporting the strengthening of community and provincial tourism development and sustainability,

Visit www.BCDMOA.ca

Contract Overview

The BCDMOA Manager is the sole contracted position for the organization and is responsible for the planning, coordination and execution of the association's day-to-day administration and operations, Strategic Plan and Annual Budget as approved by the Board. This position works closely with the Chair on many key initiatives as guided by the Plan and Board decisions. The position effectively manages BCDMOA initiatives in support of and on behalf of its member CDMOs including strategic engagement, research, communications, advocacy, learning and collaboration to ensure the growth and strength of the BCDMOA and its membership.

Key Responsibilities

1. Organizational Leadership & Administration

- Oversee day-to-day operations and administration of the Association.
- Support the Board of Directors as directed with agendas, reports, minutes, and governance administration.
- With Board support, develop, manage and execute annual work plans, budgets, contracts, and their associated timelines.
- Work with bookkeeper on managing finances successfully and developing monthly financial reports for the Board.

- Ensure compliance with bylaws, policies, and governance requirements.

2. Member Relations & Engagement

- Serve as the primary BCDMOA contact for member CDMOs across BC.
- Build and sustain strong positive relationships with members, tourism partners, associations, and government agencies.
- Coordinate regular newsletters, updates, and member communication.
- Support new member recruitment, onboarding, and retention.

3. Advocacy & Government Relations

- Assist the Board in advocacy initiatives and strategies by undertaking member and industry research and engagement to develop and implement policies, briefs, position papers and reports.
- Represent BCDMOA on committees, at meetings, industry tables, events and conferences as supported and directed by the Board.

4. Program & Project Management

- Develop, lead and manage member programs, research projects, and collaborative initiatives.
- Track milestones, budgets, and deliverables to ensure successful completion.
- Contribute to capacity-building resources and best-practice development.

5. Events & Meetings

- Organize board meetings, member meetings, workshops, webinars, and the annual gathering.
- Manage logistics, speakers, agendas, budgets and follow-up actions.
- Represent BCDMOA at provincial tourism events. Some travel required.

6. Communications & Marketing

- Manage on-brand web content and updating, email communications, and industry announcements.
- Maintain consistent, clear messaging aligned with BCDMOA's brand, position and objectives.
- Support digital presence and online engagement.

Qualifications

Education & Experience

- High preference for candidate with tourism industry post-secondary education and management experience.
- Post-secondary degree in tourism, business administration, communications, or a related field.
- 5+ years of management experience in tourism, destination marketing/management, non-profit, and/or public-sector relations.
- Management/executive level experience with DMOs, economic development, or tourism associations is an asset.
- Exceptional knowledge of British Columbia tourism structures, eco-system and partners, MRDT, Community Destination Marketing & Management organizations and various government processes.

Skills & Competencies

- Exceptional communication, PR and relationship-building abilities.
 - Strong organizational, administration and project management skills.
 - Ability to work independently and within collaborative, consensus-driven environments.
 - Proficiency with digital communication tools, virtual meeting platforms, and office software.
 - Strategic, solutions-focused thinker able to navigate complex stakeholder environments.
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Compensation & Terms

This is a contract position which requires the applicant to be self-employed and provide their own office space and equipment, vehicle for travel and access to strong internet, to effectively fulfill the duties of the role. Contract will be reviewed annually based on key deliverables and expectations for renewal. A separate, limited budget is allocated for pre-approved travel, organizational administration and marketing expenses. Candidates cannot be in a conflict of interest to be awarded the contract, such as working for or on behalf of a CDMO, RDMO or PDMO, or related key tourism organization in BC.

The BCDMOA has a maximum budget of \$50,000 per year based on pre-approved budgets for this contract.

How to Submit

Submit a proposal/application and cover letter specific to this opportunity to the Chair of the BCDMOA:

Mrs. Jikke Gyorki | Email: chair@bcdmoa.ca by 4:00pm April 7, 2026
