



JOB ANNOUNCEMENT

- JOB POSITION:** Executive Director of Drilon Tushemisht Waterscape Park Center
- REPORTING TO:** The Board of Directors of Drilon Tushemisht Waterscape Park Center
- JOB LOCATION:** DRILON-TUSHEMISHT, POGRADEC, ALBANIA

Introduction

The Drilon Tushemisht Waterscape Park covers an area of approximately 150 ha and includes the Drilon Watershed, Drilon Springs, Tushemisht Village, Drilon – Tushemisht Waterfront, the new Visitors Center and agricultural and urban land.

The Drilon Tushemisht Waterscape Park Center is an independent not-for-profit organization founded with the support of the Pogradec Municipality and the Albanian – American Development Foundation. It aims to transform the Drilon Tushemisht area into a tourist destination with a diverse range of activities, while striving for long-terms sustainability.

The Drilon Tushemisht Waterscape Park Center provides services to support the development of business and tourism. The center aims to transform the area into a welcoming destination for both citizens and visitors by offering opportunities for development, entertainment, and relaxation. Visitors will be able to purchase various products, learn about the local culture, explore the area, and unwind. The park will feature well-lit pathways and uniform signage for shops and restaurants, ensuring a clean, safe, and vibrant atmosphere both day and night. Numerous activities will be hosted by the center and its partners, bringing the community together. By fostering a positive business climate, protecting members' interests, enhancing security, and promoting the area through collaborative marketing efforts, the Drilon Tushemisht Waterscape Park Center will contribute to the region's prosperity.



We are seeking an experienced Executive Director to develop and implement the Drilon Tushemisht Waterscape Park Center business strategies and plans and create a vision for success.

Location of the position

This position is located in Drilon Tushemisht, Pogradec, Albania.

Job Description

The candidate will coordinate and implement various initiatives and projects aimed at promoting the park and the surrounding area. Responsibilities will include marketing, media relations, stakeholder management, activity management, and more. Evaluating performance and establishing positive working relationships with the Municipality is a crucial aspect of this role. Previous experience in project implementation and coordination related to marketing, in both the public and/or private sectors, as well as strong organizational and communication skills, are advantageous for this position.

PRINCIPAL RESPONSIBILITIES

- Reports to the Board of Directors of the Drilon Tushemisht Waterscape Park Center on all strategic, operational and financial matters, and will lead and motivate a team of over ten professionals including: Tourism Manager, Finance Manager, Maintenance and Cleaning Manager, Business Development Manager, etc.
- Cooperate closely with the Pogradec Municipality, Ministry of Tourism and Environment, National Agency of Protected Areas, the Albanian-American Development Foundation, local authorities and agencies, international and national bodies, and other agencies as appropriate to determine and implement memoranda of understanding, governance and operations protocols, appropriate management and reporting structures, policies, procedures and good practice for the new Center



- Prepares and proposes for approval to the Board of Directors the regulations, policies and internal procedures and manuals for the administration and operation of the activity of the Center and implements the policies, decisions and instructions of the Board of Directors and the functions that are directly provided to the Director;
- Represents and promotes the Center in its relations with third parties, private or public entities, such as donors, clients, suppliers or other private entities and third parties, as well as with all levels of government that regulate the activity of the Center, and represents the site in national and local media, international conferences and the like;
- Representing the new Center at international conferences/events and the like, as well as, being comfortable with addressing the national and international media.
- Prepares the annual work plan and budget of the Center and submits them to the Board of Directors for approval and follow their implementation; Regular reporting of activities and fiscal matters;
- Based on the decision of the Board of Directors, applies to various projects and grants or donations inside and outside the country with the aim of increasing the revenues of the Center and ensuring its sustainability;
- Based on the decision of the Board of Directors, executes partnership agreements with other domestic and foreign organizations;
- Supervises all daily activities, including those economic, as well as supervises the collection and expenditure of sources of financing, as well as the approval and execution of contracts;
- Preparation of annual reports to the Board covering finances and updates to a rolling management plan;
- Other crucial responsibilities include recruiting, training and supervising staff/volunteers, marketing and communication, developing attractions to enhance and increase visitor access;
- Performs any other duty that may be assigned by the Board.

IMPORTANT LEADERSHIP TRAITS



- Strong ability in building, leading and developing teams;
- Outstanding problem-solving skills;
- Continually drive effective results;
- Familiarity with other functions such as procurement, legal, marketing, PR, finance etc.;
- Excellent communication at all levels and public speaking skills.

QUALIFICATION & EXPERIENCE

- MSc/MA in economic/managerial/business administration studies, tourism, law and other similar fields (MBA or PHD preferably in a related field appropriate to the job would be an asset);
- Demonstrated strong skill set and experience in day-to-day management operations of similar sites or sizes and budget management;
- Demonstrated experience in strategic planning, financial management, and fundraising.
- Strong knowledge of park and environmental management principles, including conservation practices and community engagement.
- Experience of working with international/national, and local government bodies and agencies towards the determination and implementation of memoranda of understanding, the establishment of governance and operations protocols, and determination of appropriate management and reporting structures, policies, procedures, and good practice, as well as lengthy experience in fundraising and working with communities;
- Demonstrated successful management of staff and implementing organizational and human resource requirements;
- Fluency of English and Albanian languages, both oral and written;
- Understanding of cultural heritage and the World Heritage Conventions and a demonstrated track-record of managing cultural heritage sites of national and (preferably) international significance is an advantage;

DOCUMENT FOR SUBMISSION



- Curriculum Vitae
- Cover letter
(Describing interest in the position, flagships of your carriers' professional achievements, and transformation you intend to bring to Drilon Tushemisht – 1000 words max.)

Interested candidates should send their documents to the following address: info@drilonpark.al and please reference the job title in your message.

All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide evidence of their professional background as well as achievements and to make themselves available for interviews.

Deadline for applications is **October 11th, 2024** 17:00 CET.