

## **JOB TITLE**

Tournament Development Specialist

## **EMPLOYER**

Visit Greater Grand Forks (funded through a partnership with the City of Grand Forks, Grand Forks Park District and Visit Greater Grand Forks)

## **LOCATION**

Altru Sports Complex & Visit Greater Grand Forks

## **EMPLOYMENT TYPE**

Full-time

## **DESCRIPTION**

Assist selling, planning, coordination, and execution of multi-sport tournaments at the Altru Sports Complex to attract non-local participants and increase visitor spending in Greater Grand Forks. Work with user groups, facility staff, community partners, and vendors to support high-quality events across sports including swimming & diving, lacrosse, soccer, football, basketball, volleyball, pickleball, and others.

## **KEY RESPONSIBILITIES**

*In partnership with user groups*

- Tournament planning including concept, budget, scheduling, staffing, logistics, and execution.
- Serve as liaison to user groups, teams, coaches, officials, facility operators, hotels, and community partners.
- Recruit volunteers.
- Assist with on-site operations during events: check-in, scorekeeping, results posting, emergency response, and customer service for teams and spectators.
- Coordinate hospitality for coaches, officials and athletes.
- Build and maintain relationships with regional/state/national sports organizations to attract recurring events.
- Monitor and report event metrics: participant numbers, hotel room nights, economic impact, revenue, and attendee feedback.
- Develop and execute marketing support in collaboration with Visit Greater Grand Forks communications (promotions, social posts, email campaigns).
- Assist with sponsor recognition.
- Conduct post-event evaluations and produce recommendations for continuous improvement.

## **QUALIFICATIONS**

- Strong organizational, multitasking, and project-management skills.
- Excellent communication and interpersonal skills; ability to collaborate with diverse stakeholders.
- Proficiency with event coordination and registration platforms, Microsoft Office; familiarity with scheduling software preferred.
- Ability to work nights, weekends, and holidays during peak event periods; reliable travel as required.
- Ability to stand/walk for long periods and perform physical setup tasks as needed.

## **CORE COMPETENCIES**

- Customer-service orientation
- Problem-solving and quick decision-making under pressure
- Detail-oriented planning and logistical coordination
- Team leadership and volunteer management
- Relationship-building and negotiation

## **PERFORMANCE MEASURES**

- Number and quality of tournaments secured and executed (in partnership with Visit GGF)
- Growth in non-local participant attendance and hotel room nights
- Stakeholder and participant satisfaction scores
- Timely and accurate post-event reporting and recommendations

Visit Greater Grand Forks is an equal opportunity employer. Reasonable accommodations available upon request.