

Job Description

Hotel Association of New York City, Inc.

President and Chief Executive Officer

Reports to: Chairman of the HANYC Board of Directors
HANYC Executive Committee
HANYC Board of Directors

SUMMARY

All activities of HANYC are carried out under the leadership and direction of the President and Chief Executive Officer in accordance with the directions of the Board of the Association. Candidates for the position must have excellent leadership skills; experience in dealing with local and state governmental agencies and legislative bodies; experience with crisis management; excellent communication skills; and excellent negotiation skills. It is preferred that candidates also have the specific skill sets described below and reside in the tri-state region of New York, New Jersey and Connecticut.

JOB DESCRIPTION

1. NYC Hotel Industry Expertise

- a. Duties
 - i. Maintain strong relationships with NYC hoteliers across all segments and show first-hand knowledge of hotel owner/operator/developer experience/interests/needs
 - ii. Represent NYC industry on boards of other related, important tourism-related entities/associations

- b. Knowledge and Skills
 - i. Direct experience with and knowledge of NYC-specific hotel ownership issues, including zoning, real estate taxes, construction codes, etc.
 - ii. Direct experience with hotel strategy, business models, and operations
 - iii. Direct experience with hotel-related crisis management (natural disasters, terrorism threats, labor strikes)

2. Government Relations Leadership Experience

- a. Duties
 - i. Lead the advocacy efforts to protect the NYC hotel industry from business threats of all kinds
 - ii. Maintain excellent relationships with agencies, commissions or associations of national, state and local governments in order to gain favorable decisions and legislation on behalf of HANYC members
 - iii. Recommend legislation considered to be helpful to the members and keep the Board informed on legislative matters that may concern HANYC or its membership
 - iv. Represent HANYC at any governmental hearing or any agency or committee meeting and to present the HANYC position on any issue before any of the above according to

the policies and philosophy as determined by the HANYC membership and as represented by its Executive Committee and Board

- b. Knowledge and Skills
 - i. Deep knowledge of the key players, their relationship dynamics, and contacts for effective government affairs
 - ii. Direct experience with and knowledge of NYC-specific hotel ownership issues, including zoning, real estate taxes, construction codes, etc.

3. Labor Relations/Collective Bargaining/Union Negotiations Leadership Experience

- a. Duties
 - i. Develop effective working relationship with Union leadership consistent with the interests of the hotel owners and operators
 - ii. Participate in all negotiations with Union
 - iii. Provide representation (through counsel and staff) to hotels involved in the hotel/union mediation process
 - iv. Co-Chair New York Hotel Trades Council and Hotel Association of New York City, Inc. Health Benefits, Pension, Pre-Paid Legal and Scholarship and Training Funds
- b. Knowledge and Skills
 - i. Direct experience or involvement with successful union negotiations and collective bargaining

4. Communications and Public Relations Experience

- a. Duties
 - i. Serve on various boards and committees of affiliated organizations in order to obtain and maintain effective representation for all HANYC members
 - ii. Provide official statements to press (in consultation with PR firm and Executive Committee) when required
 - iii. Maintain relationships with charities that HANYC supports and HANYC's community involvement/social responsibility efforts
- b. Knowledge and Skills
 - i. Have a clear sense of the trends and future scenarios for the hotel industry overall, and in New York City specifically
 - ii. Able to simplify complex issues and communicate a compelling future vision that inspires action

5. Association Management/Leadership Experience

- a. Duties
 - i. Lead execution/implementation of newly established HANYC Strategic Plan (developed by Strategic Committee, 2015/16), including:
 - 1. Ensure HANYC's programs are consistent with the highest professional standards (transparency, integrity, social responsibility) and meet the needs of the members by developing and operating within the HANYC Strategic Plan

2. Establish HANYC's relevancy industry-wide (to all segments of hoteliers), to allied members, to City/State partners
 3. Create non-dues revenue sources
 - ii. Manage HANYC staff (develop, maintain and motivate a qualified staff of employees so as to effectively carry on the program of HANYC as determined by the Executive Committee and Board of Directors)
 - iii. Manage relationships with Board of Directors/Executive Committee and coordinate all meetings and relevant communications/outreaches, including the following:
 1. Consult regularly with the Chairman, Executive Committee, and Board of Directors, individually or collectively, and be available for consultation with individual members as required
 2. Keep the Executive Committee and Board informed on all matters requiring action and supply them with sufficient information upon which decisions can be based
 3. Keep the Officers and Board of Directors fully informed on significant issues that impact the conditions and operation of HANYC and developments influencing them, as well as proposing and executing with the approval of the Board, policies and programs which will further the objectives of HANYC
 - iv. Manage relationships with consultants and contracted professional services
 - v. Manage Health Plan
 - vi. Manage HX - Hotel Experience, annual industry trade show
 - vii. Manage other special events
 - viii. Ensure that communications (memos, etc.) of all kinds that are relevant to HANYC membership are distributed
 - ix. Prepare and present the proposed annual budget to the Executive Committee for approval prior to submitting to the Board of Directors for approval
- b. Knowledge and Skills
- i. Direct experience with association management, ideally with CAE certification from ASAE, or ability to earn CAE certification

Submit resume and cover letter on or before April 20, 2016 by mail or e-mail to:

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