

**JOB VACANCY ANNOUNCEMENT**  
**JVA-26-003**

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified U.S. workers, as required by CNMI law, and to provide equal employment opportunity to all qualified U.S. worker applicants regardless of age, sex, sexual orientation, religion, marital status, political affiliation, veteran status, disability, or national origin.

**POSITION TITLE:**      **MANAGING DIRECTOR**  
**PAY LEVEL:**            **UNGRADED**  
**ANNUAL SALARY:**    **\$65,000.00 - \$70,000.00 \***  
**LOCATION:**             **Marianas Visitors Authority, Saipan**

**Opening Date: 10/2/2026**

**Closing Date: 11/2/2026\*\***

\*The salary given will be determined by the qualifications of the selected applicant.

\*\*Applications must be submitted by 5:00 pm at the end of business hours on the closing date. If not filled, the vacancy will be re-announced on a continuing status and applications will be reviewed every two weeks, thereafter, until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

**NATURE OF WORK:**

The Managing Director shall act as the general manager of the operations of the Marianas Visitors Authority. Reporting to the MVA Board of Directors, the Managing Director is a full-time executive position responsible for the overall day-to-day management of personnel, resources, budgets, programs, and activities of the MVA, in keeping with the purposes of the corporation pursuant to Public Law 11-15 Section 5, and also as outlined in Article I of the By-Laws for the Mariana Visitors Authority, with the responsibility to promote the orderly growth of the CNMI tourism industry.

**DUTIES and RESPONSIBILITIES:**

The Employee will:

- Develop and carry out MVA's mission, policies, objectives, strategic priorities, and directives of the Board in compliance with applicable federal and CNMI laws, regulations, and policies.
- Provide overall executive leadership, direction, and oversight of MVA's operations, including Marketing, Destination Enhancement, Research, Community Programs, Accounting, Human Resources and Administration, Procurement, Arts and Culture Programs, and Field Operations.
- Provide executive oversight and coordination of MVA headquarters and its offices and operations



on Tinian and Rota to ensure agency priorities, programs, visitor services, community initiatives, arts and cultural programs, and administrative requirements are effectively carried out throughout the Commonwealth.

- Lead the MVA management team in developing and implementing short- and long-range strategies that advance tourism recovery, sustainable growth, destination competitiveness, arts and cultural development, organizational effectiveness, and responsible stewardship of MVA resources.
- Serve as MVA's principal executive representative in its relationships with the Board, government entities, tourism industry partners, community stakeholders, media, airlines, regional organizations, artists, cultural practitioners, arts organizations, and other public and private-sector partners.
- Lead efforts to restore, retain, expand, and diversify air service to the Marianas by developing strategic relationships with airlines, airports, and industry partners; negotiating and administering air-service support initiatives; and evaluating route performance and return on investment.
- Direct MVA's destination marketing, communications, and brand strategy to ensure programs and initiatives are coordinated, market-responsive, evidence-based, measurable, and aligned with MVA's strategic priorities.
- Direct tourism research, market intelligence, data collection, analysis, and forecasting to support strategic planning, marketing decisions, air-service development, budgeting, program evaluation, and other data-driven decisions of the Authority.
- Lead destination and tourism product-development initiatives that enhance the visitor experience, improve destination competitiveness, strengthen community participation in tourism, and expand tourism offerings consistent with the Marianas destination brand.
- Oversee community-based tourism programs, events, cultural initiatives, industry engagement, and other programs that strengthen the relationship between tourism, residents, businesses, and communities throughout Saipan, Tinian, and Rota.
- Provide executive leadership and oversight of MVA's arts and cultural programs, including Grant programs, arts education and development initiatives, cultural preservation and promotion, community arts activities, support for artists and cultural practitioners, cultural events, and partnerships with public and private organizations throughout the Commonwealth.
- Ensure that MVA's arts and cultural programs, grants, funding, contracts, and related activities are administered in accordance with applicable federal and CNMI laws, grant requirements, funding conditions, Board policies, and established procedures.
- Promote the preservation, development, and public appreciation of the Commonwealth's arts, culture, traditions, and heritage, while encouraging community participation and opportunities for local artists, cultural practitioners, and organizations.
- Oversee the planning, development, implementation, maintenance, and operation of MVA capital projects, visitor facilities, and agency assets, including related funding, procurement, professional services, project management, and maintenance.
- Identify, pursue, and administer federal grants and other external funding opportunities that support MVA priorities, including tourism, arts, culture, and community programs, ensuring funded programs are properly implemented, documented, monitored, and administered in compliance with applicable requirements.
- Develop and administer MVA's annual budget and operating plan and provide executive oversight of financial management, accounting, revenue and expenditure monitoring, financial reporting, and internal controls.



- Ensure that contracts, procurements, professional services, purchases, and other acquisitions are properly administered in accordance with applicable laws, regulations, Board-approved authority, and established policies and procedures.
- Provide executive oversight of MVA personnel and organizational development, including workforce planning, recruitment, performance management, employee development, workplace policies, and other human-resource matters, in accordance with applicable personnel regulations, approved budgets, and Board policies.
- Ensure effective coordination and accountability among MVA divisions, headquarters, Tinian and Rota offices, overseas representative offices, arts and cultural programs, contractors, consultants, and other service providers in carrying out MVA programs, projects, and strategic priorities.
- Attend meetings of the Board and management and keep the Board informed of significant developments, opportunities, risks, operational matters, and issues affecting MVA, and provide timely recommendations, reports, and information necessary for informed decision-making.
- Establish meaningful organizational, financial, market, and program performance measures and regularly report progress to the Board, including visitor arrivals and forecasts, air-service performance, marketing results, financial performance, contract and grant performance, arts and cultural program performance, major-project milestones, and corrective actions when necessary.
- Submit an annual report within sixty (60) days following the end of each fiscal year presenting MVA's operating results, program accomplishments, and financial condition for Board approval and publication as required or directed.
- Prepare and periodically update MVA's long-range strategic plan, establishing measurable goals, implementation priorities, timelines, performance indicators, resource requirements, and funding strategies.
- Perform such other duties and responsibilities as may be assigned or required by the Board.

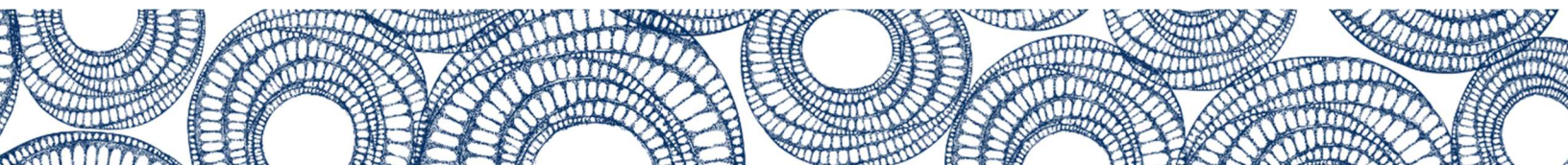
### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's degree from an accredited college or university with a degree in tourism, hospitality, marketing, advertising, public relations, public or business administration, or a related field, or has an equivalent additional four (4) years of tourism, marketing, or public relations related work experience plus;

**Work Experience:** Seven to ten (7–10) years of progressively responsible leadership experience in tourism, destination marketing, aviation/air service, hospitality, economic development, public-sector management, or a comparable field, including at least three to five (3–5) years leading teams, budgets, contracts, and complex stakeholder relationships.

**Preferred Experience:** International-market or airline/travel-trade experience is preferred.

**Demonstrated Experience:** Strategic planning, financial management, procurement/contract oversight, grants, public presentations, and intergovernmental relations.

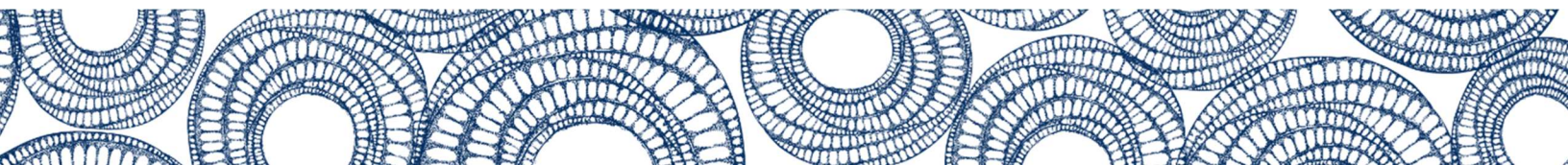


**LICENSURE/CERTIFICATION/PROFESSIONAL ASSOCIATION:**

Possession of a valid CNMI Driver's License

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of:
  - a. The tourism industry, with emphasis on the CNMI tourism sector.
  - b. Business and management principles involved in strategic planning, resource allocation, leadership techniques, and the coordination of people and resources.
  - c. Performance management and motivation techniques.
  - d. Employment-related federal and CNMI laws.
  - e. Accepted management/supervisory and human resource management theories and practices.
  - f. Principles and concepts of team building, strategic planning and resource management.
2. Skills in:
  - a. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - b. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
  - c. Managing organizations and human and material resources.
  - d. Analyzing performance results to determine methods of improving service.
  - e. Preparing written reports, statistics, and analyses.
  - f. Managing employees in a professional-level work environment.
  - g. Use of personal computer hardware and software programs to include Microsoft Excel, Access, Outlook, PowerPoint, Word, and other relevant software applications.
3. Ability to:
  - a. Communicate clearly, concisely, and accurately with all levels of staff and customers, both verbally and in writing.
  - b. Supervise and motivate professional-level staff.
  - c. Identify needed internal management controls and design and implement said controls.
  - d. Make logical and sound decisions in the resolution of difficult and complex situations.
  - e. Create a team environment and maintain employee morale.
  - f. Work independently while demonstrating initiative, professionalism, creativity, and sound judgment.



## **Conditional Requirements**

This position is “Exempt” and is not eligible to receive overtime compensation pursuant to Sub-Section 424 of the MVA Personnel Regulations and the Fair Labor Standards Act (FLSA).

The selected applicant must successfully complete a pre-employment drug test at the applicant's expense.

## **HOW TO APPLY**

Interested applicants may contact the Marianas Visitors Authority Human Resources Office at (670) 664-3200/3201. A completed employment application, together with all required supporting documents, must be submitted by the closing date for consideration. A résumé may be attached; however, the official MVA employment application must be completed in its entirety.

