



Position: Director, Program Development

About Curator Hotels and Resorts

Curator was developed to bring together independent lifestyle hotel and resort owners and operators in order to take advantage of their collective scale and achieve significant operating cost savings and curated operating benefits and services. Curator contracts with best-in-class hotel service providers and vendors to curate products and programs designed for independent hotels at competitive costs. Curator is in a high-growth stage of development adding new programs and hotels quickly. Accordingly, Curator is forming a team of individuals with strong organizational, communication and analytical skills to facilitate the growing contractual relationships between Curator members, hotels and vendor partners.

Overview:

The Director of Program Development is a member of the Curator Hotel & Resort Collection team working directly with the President and Vice President. The position is based at our corporate headquarters in Bethesda, Maryland. The Director will be responsible for sourcing, negotiating and securing economically favorable master service agreements (MSAs) with vendors for Curator Collection hotel members. The Director will initially work through an existing vendor prospect list and continually add new prospects to be vetted. Accordingly, the position requires a self-starting and highly organized individual comfortable working at a fast pace that is able to adapt to a rapidly changing environment. The position also requires an individual comfortable negotiating deals and who is able to quickly learn about and become proficiently conversant in the key aspects of a diverse and varied group of products and services.

Qualifications and Requirements:

- Bachelor of Arts or Bachelor of Science degree required. Preferred candidates have a major in economics, hotel administration, marketing or business.
- Three years experience in a business development or sales position, hospitality or marketing experience preferred.
- Ability to handle multiple tasks including the job responsibilities outlined below along with special projects as assigned by Curator Leadership.
- Strong analytical, quantitative, and technical skills with an emphasis on Microsoft Excel and PowerPoint.

- Ability to handle a steep learning curve and handle new concepts and information quickly. The Director must be comfortable learning about and speaking about the fundamentals of the hotel business and operations, with particular focus on the areas that Curator programs impact. Additionally, the Director will be expected to learn the details of all Curator programs and be comfortable addressing questions from external teams about each one.
- Comfort and/or prior experience negotiating agreements and business terms with third-parties.
- Ability to work independently on projects as well as collaboratively with Curator leadership and external Member teams. Able to effectively bring together and coordinate disparate individuals in order to solve problems.
- Strong attention to detail.
- Comfort with legal documents and language. Ability to conduct first level review of proposed MSAs, identify business issues, risk areas, and coordinate document review with legal teams internally and externally.
- Strong written, verbal and interpersonal skills required, the Director will interact with groups internally and externally, including senior executives.

Responsibilities:

Overall

- Become well versed in the existing Curator MSAs as a baseline for the form and content of future MSA's.
- Quickly get up to speed on the status of any MSAs currently in process and assist where needed, including taking over ongoing negotiations.
- Take ownership of the prospects list by getting educated about the subject area, vendor landscape, the services offered by each prospect vendor, and their relevance to Curator member hotels. Reach out to all vendors on the prospect list, gauge interest and applicability, vet pricing and proposals, negotiate for the best possible deal for Curator members and move the process along towards a draft master services agreement. Each MSA will be unique and require creative and strategic thinking in order to secure the best possible terms.
- Prepare cost savings estimates and value proposition narratives for each potential MSA relationship.
- Conduct the initial review of draft MSAs, provide comments and feedback to Curator legal team, coordinate the document review process internally and externally, work with vendors to address issues in the contract language and work towards a final document.
- Identify new vendors to add to the prospects list so that there is always continual growth in the Curator Programs offering.
- Become proficient in Salesforce CRM and keep all Vendor information in CRM up to date in real time including enrollments and relevant notes.

- Assist Curator Leadership and Account Management team in the rollout of new Curator Programs, collecting information from Membership as needed.

Member Onboarding

- Complete an in-depth briefing with the designated Curator Account Representative to roll out each new MSA to the Curator member hotels.

Vendor Maintenance

- Engage with vendors if there are any issues with the interpretation of the MSA or any issues with rollout.
- Engage with the vendor at least quarterly to review member hotel participation versus expectations.
- Engage with vendor as terms come up for renewal and if vendor suggests adding services to an existing MSA.

Compensation:

This position will be compensated on a tiered performance-based system that includes a base salary and annual performance bonus. There is the possibility of potential ownership grants, depending on experience. This position is also eligible to participate in the firm's competitive 401(k) Plan and health and dental insurance program.