



The Caribbean Hotel and Tourism Association Seeks a Qualified Individual to Provide Contractual Services in Support of the Work of the Caribbean Hotel and Tourism Association Education Foundation

The Caribbean Hotel & Tourism Association Education Foundation (CHTAEF) was established by the then Caribbean Hotel Association in 1987 as an independent non-profit organization offering tax-exempt status for donations. The charity offers scholarships and special assistance for the education and training of Caribbean tourism industry personnel and students pursuing tourism & hospitality careers.

The CHTA Education Foundation administers one of the largest scholarship programs available in the Caribbean Hospitality & Tourism Industry. Funds for these scholarships and grants are generated from corporate sponsorships, benefit auctions & special events. We also encourage the co-sponsorship of scholarships through businesses that do business with the Caribbean, National Hotel and Tourism Associations, and individual Resort sponsorship.

CHTA is providing support services to the Foundation, and is seeking a qualified individual to provide contractual services. The individual would report directly to the CHTA CEO or his designee and would conduct the affairs of the Foundation, working and serving as the liaison with:

- the CHTAEF Chairman and Board of Trustees
- CHTA members
- National Hotel and Tourism Association Executives
- Donors to the Foundation
- Scholarship applicants and recipients
- Participating schools with prospective and existing scholarship recipients

Responsibilities are as follows:

- **Communications**

- Serve as the initial point of contact for all parties concerned
- Develop, update, and disseminate correspondence, forms, reports, information and communications
- Maintain telephone and email contact information for all parties concerned
- Update information on foundation portal of CHTA website
- Supply CHTAEF information and periodic reports of progress to all stakeholders
- Communicate with NHTA Executives on a monthly basis in support of destination participation
- Develop and provide information for fundraising, press releases, education institutions, CHTA Membership, National Hotel & Tourism Associations and students.
- Serve as liaison between students, schools, sponsors, and the Foundation.
- Support the development and implementation of a CHTAEF, CHTA and CSHAE communications plan to promote the Foundation's activities.
- Build and maintain database of past recipients to support outreach and testimonials.

- **Managing the Scholarship Application, Review and Award Process**

- Update forms and support information annually
- Review all applications for completion and criteria
- Keep up to date spreadsheet of all students applying and status
- Manage review process by Board of Trustees
- Keep NHTAs up to date on the status of applications and matters affecting applications
- Notify all students after winner's list is provided

- Provide all NHTAs with list, winner's certificate template, appropriate letter (award or decline), and press release for local dissemination
- Troubleshoot where necessary with students, institutions, NHTAs and CHTA in support of resolution to any matter related to the student award requiring facilitation
- **Coordination and Liaison with Colleges**
 - Coordinate with colleges notification of awards and processes related to any matching support or special criteria necessary for securing award
- **Submit check requests for processing**
 - Keep copies of checks and payment updates sent by CHTA
 - Field calls/emails regarding payments and checks sent
 - Seek payment information from students/colleges
 - Follow-up with scholars when invoices are not received to confirm if scholarship will be used

New York Times Annual Auction and Potential Similar Fundraising Initiatives

- Coordinate all Hotel Donations
- Coordinate all communications by CHTA to members regarding appeal for support
- Attend CHTA Marketplace, CHIEF and appropriate CHTA events to collect donations and consult with NHTA Executives
- Assist NHTAs with their outreach to members and collecting stays
- Maintain spreadsheet of donations
- Create Bidding Forms for each Hotel
- Create Bidding Program for potential bidders
- Manage set up, registration and break down at Auction
- Charge winning bidder's credit cards
- Notify all winning bidders via email
- Match winning bidders with certificates won
- Send Certificates to winners via Certified/Return Receipt mail
- Match signed Return Receipt w/Bidder to track delivered/not delivered certificates
- Conduct post auction analysis reports for CHTA CEO and CHTAEF Chairman.

Through CHTAEF, CHTA will supply the contractor with a laptop computer with the necessary software and processing capability to administer the work of CHTAEF. The laptop will remain the property of CHTAEF, shall not be used for personal reasons and will be returned to CHTAEF at the conclusion of this Agreement.

The CHTA shall reimburse the Contractor for all necessary expenses incurred and approved by CHTA, with approval of CHTAEF. Expense reports will be submitted on a monthly basis.

CHTAEF agrees to indemnify and hold CHTA harmless from and against all liability, loss and damages not arising from the CHTA's and/or the Contractor's actual negligence or malfeasance.

The job of the Contractor will be based on an independent contractor relationship with CHTA. CHTA will compensate the Contractor a monthly fee of \$2,500 with no tax or other liability on this fee. The independent contractor is responsible for all tax payments in their state and country.

Interested parties should submit a letter and support documentation to CHTA by Friday, March 3rd, 2017 to the attention of "CHTAEF Consultancy Services" at vanessa@caribbeanhotelandtourism.com or delivered to: Caribbean Hotel and Tourism Association, 2655 Le Jeune Road, Suite 800, Coral Gables, FL, USA, 33134.

The individual should be available to commence services beginning no later than Monday, March 20, 2017.