

DHARMA

EVENTS & TRIP PLANNING MANAGER

Format: Salaried, Full Time

Based: Remote, preferred time zones between GMT-6 and GMT+2

Start date: ASAP

JOB SUMMARY

The Events & Trip Planning Manager: Group Travel will oversee the Trip Design team at DHARMA, leaning on vast professional experience in travel and event planning to manage a dynamic remote team responsible for the design, planning, pricing, execution, profitability and reconciliation of group trips, wellness retreats, and destination events worldwide. This role would be an excellent fit for a professional who has experience in tailor-made travel/destination events planning as well as planning for scale-driven tour operators or MICE who is excited to build an efficient trip design engine that delivers planned volume margin and revenue targets for large guest count destination events as well as intimate retreats. The successful candidate will possess previous leadership experience, be highly numerate with strong commercial expertise and experience with budgeting and financial risk management, and a strong communicator with polished writing and communication skills. This manager-level role will be tasked with promoting DHARMA's core values and fostering a culture of passion, ownership, and above & beyond. Fluent professional English, both written and spoken, is required for this role. Experience with HubSpot, Monday.com, Google Drive, and Slack preferred.

RESPONSIBILITIES

- Manage the Trip Design team at DHARMA implementing processes and overseeing the design, planning, pricing, execution, profitability and reconciliation of group trips, wellness retreats, and destination events across diverse passion categories
- Recruit, manage, and inspire a world-class, geographically dispersed remote team
- Bring a wealth of event planning experience to DHARMA including expertise in event design, planning, and production including venue selection, floor plans, run-of-show, signage, staffing, design, décor, A/V, and more
- Take responsibility for setting clear objectives and promoting a culture of learning and development that supports in the achievement of individual and team KPIs
- Oversee the development of detailed trip and event budgets that meet or exceed established profitability goals on a per-trip and team basis

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- Ensure efficiency goals and turnaround times are met or exceeded on a per-trip and team basis
- Utilize strong professional experience to quality control itineraries including hotels, activities, suppliers, transportation, meals, and special guests to ensure operational ease and profitability
- Oversee the Trips team to ensure the quality interaction with clients that supports in driving trip sales, satisfaction, and retention
- Leverage existing relationships and support in growing DHARMA's worldwide network of partners and best-in-class vendors; hotels, transportation, f&b, trip leaders, and DMCs
- Evaluate terms and pricing received from hotels, DMCs and Third Party suppliers to ensure quality and value
- Support in building strong trip planning processes and utilize new technologies that create efficiencies
- Identify new areas of opportunity for business development
- Meet or exceed established DHARMA service standards and embrace company values of passion, ownership, and above & beyond.

SKILLS

- 4+ years of experience in a high-volume planning role for group travel, events, and/or festivals
- Strong financial management skills and experience managing complex group travel and events budgets
- Strong interpersonal skills, experience managing cross-cultural and geographically dispersed teams, and possessing a strong ability to motivate others
- Proactive, self-motivated, and tenacious, possessing of an entrepreneurial spirit, ability to take bold initiative, and desire to exceed expectations
- Extensive knowledge of regions and countries worldwide
- Fluent professional English, both written and spoken
- Skilled at anticipating client needs and delivering intuitive, personalized solutions
- Finger on the pulse of trends in fitness, wellness, fashion, food, and current events
- Experience in a remote, fast-paced, dynamic start-up environment preferred
- Experience with HubSpot, Monday.com, Google Drive, AutoCAD (or similar floor plan design software) and Slack preferred
- Sales experience preferred
- Active experience including yoga, biking, hiking, water sports, etc. preferred
- Candidates with foreign language skills preferred - Spanish, French and Italian
- Previous experience as a guide / tour leader in a customer-facing role preferred

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HOW TO LEARN MORE

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#).

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips for influential people and brands created around passion points - from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.