

OPEN RECRUITMENT
Executive Director / Chief Fiscal Officer
Lander County Convention & Tourism Authority (LCAT)
Battle Mountain, Austin, & Kingston, Nevada

Annual salary to be determined based on qualifications and experience, with benefits.

The Lander County Convention and Tourism Authority (LCCTA) is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, genetic information, veteran status, or any other status protected by law.

LCAT is seeking a dynamic, highly organized Executive Director/Chief Fiscal Officer to lead all tourism, financial, and operational functions for Lander County. This position serves as the Authority's top administrator, overseeing destination marketing, lodging tax compliance, grants, events, staff, and major capital projects—including historic preservation initiatives in Battle Mountain, Austin, and Kingston.

Key Responsibilities

- Lead countywide tourism strategy, branding, and destination development
- Oversee all financial operations, budgeting, audits, and statutory reporting as LCAT's CFO
- Administer lodging tax collection, compliance, and reporting
- Manage all LCAT-sponsored events, festivals, and tourism programs
- Oversee marketing campaigns (digital, print, radio, TV, billboards, social media, SEO)
- Direct grant applications, reimbursements, documentation, and compliance
- Supervise staff, contractors, payroll, onboarding, and HR functions
- Lead capital projects including the Lemaire Cultural Center renovation, St. Augustine's improvements, and Austin Medical Clinic lease oversight
- Support board operations through agenda preparation, minutes, and Open Meeting Law compliance

Ideal Candidate

- Experience in government, tourism, nonprofit administration, and/or fiscal management
- Strong budgeting, accounting, and grant-management skills
- Excellent communication, leadership, and project management abilities
- Comfortable managing multiple projects, deadlines, and community partnerships
- Skilled in marketing and event planning

Must submit a completed LCAT application form and signed Job Description to the Lander County Human Resource, 50 State Route 305, Battle Mountain, Nevada 89820 by 3:00 p.m. on February 10, 2026. Applications and job descriptions are available at Lander County Administration Office. For questions, please call Becky at 775-931-3799.