



SENIOR TRIP DESIGNER (GROUP TRIPS, TEAM MANAGEMENT)

Format: Salaried, Full Time

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

Start date: ASAP

JOB SUMMARY

The Senior Trip Designer is responsible for managing the team of Trip Designers while also handling the design, planning, pricing, and profitability of custom group travel and football itineraries as well as wellness retreats tailored to meet host requirements and expectations. The selected candidate will ensure the highest quality of trips, prioritize tasks for the team, and drive efficiency through the use of AI and innovative tools. This role requires extensive experience in travel, strong geographical knowledge, and a proven track record in managing and coaching teams. Experience with Monday.com, Google Drive, HubSpot, and Slack preferred.

RESPONSIBILITIES

- Oversee the design, planning, pricing, and profitability of custom group travel and wellness retreat itineraries
- Focus on the quality of trips, ensuring itineraries are built per set concepts, pricing is competitive, trips are operationally feasible, and margins are adhered to as per company standards
- Conduct weekly 1:1s with each trip designer focusing on performance reviews, growth, learning, and development
- Prioritize tasks for the team, ensuring trips with the highest revenue potential are prioritized.
- Ensure the team works effectively when building trip proposals for Talents
- Leverage AI to drive efficiency and improve the quality of trip and itinerary descriptions in advance of creative involvement
- Meet or exceed established travel planning and profitability goals
- Efficiently design custom group travel and wellness retreat itineraries incorporating wide-ranging elements such as hotels, activities, suppliers, transportation, meals, and special guests
- Prepare detailed line-itemized trip budgets, ensuring pricing accuracy
- Manage the client experience from initial trip design through planning to pricing and sales, ensuring profitability, client satisfaction, and retention



- Carefully input detailed trip planning and budgeting information into Trip Logs in line with company processes
- Request, receive, and evaluate terms and pricing from hotels, DMCs, and Third Party suppliers to ensure quality and value
- Research new destinations for development, efficiently sourcing quality hotels, DMCs, and suppliers to tight deadlines
- Input supplier information to support the development and enrichment of our supplier database
- Support in sourcing relevant destination information needed to develop clear and informative travel preparation documentation for hosts and guests alike
- Meet or exceed established DHARMA service standards and embrace company values of passion, ownership, and above & beyond

SKILLS

- 3-5 years of experience in a group travel and/or wellness retreat planning role
- Self-motivated, proactive, and highly organized with the ability to manage multiple planning projects simultaneously
- Proven experience managing and coaching teams
- Drive to hit timelines, reach set goals, and close agreements
- Solid financial management skills and experience managing budgets
- Skilled at anticipating client needs and delivering intuitive, personalized solutions
- Experienced international traveler possessing of on-the-ground knowledge of regions and countries worldwide
- Skillful destination researcher able to source quality suppliers efficiently
- Fluent professional English, both written and spoken
- Experience with HubSpot, Monday.com, Google Drive, and Slack preferred
- Sales experience preferred
- Active experience including yoga, football, 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 would be beneficial
- Previous event and/or festival management experience would be beneficial

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

We exist to create a world where travel isn't about the WHERE but about the WHY.

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.