

Placemaking Program Manager

Neighborhood business association seeks Placemaking Program Manager (PMPM). The PMPM is a full time employee of the Hillcrest Business Association and reports to the Executive Director. The PMPM shall implement programs of the organization relating to member services, contractor supervision, public improvement projects, and special events. Necessary experience includes working with small businesses, building relationships with vendors and customers, organizing special events, overseeing contractors, and selling member services. The successful candidate will have experience working with volunteers and will have strong written and verbal communications experience. The ability to juggle multiple projects and work well under stressful situations is essential. The PMPM must be able to work with diverse groups and individuals and must be prepared to work outside normal business hours, which will include weekends and evenings. Complete job description can be found on the right sidebar at www.hillcrestbia.org.

To apply send an email to benjamin@hillcrestbia.org with resume and include "PMPM" in the subject line before 5pm on 9/28/18.

Placemaking Program Manager

Job Description

The PMPM is a full time employee of the Hillcrest Business Association (HBA) and reports to the Executive Director. The position implements programs related to neighborhood improvements, marketing, and business member relations.

The activities of the program manager fall under these areas:

Administration and member relations:

- Coordinate maintenance, gardening, security, and other contractors to ensure contract adherence and quality.
- Maintain inventory of long-term neighborhood improvement projects and track project resolution by working with partners including city departments and partner organizations.
- On a daily basis, supervise HBA cleaning, maintenance and security contractors to ensure quality control and contract adherence.
- Describe, promote, and sell member products and services throughout the district including but not limited to sidewalk cleaning services, security patrol services, flag and banner sponsorship, and event participation.
- Be familiar with current trends in community development and urban renewal and propose projects for community leaders' consideration.
- Familiarize business owners, community groups, the general public, etc., with the nature and orientation of HBA.
- On a daily basis, record activities of HBA cleaning, maintenance and security contractors and provide summary on a monthly basis to the Executive Director and Board of Directors.

- Act as liaison to member businesses to promote member benefits.
- Meet regularly with member businesses or prospective members and solicit their engagement in a variety of HBA programs and various community ad-hoc committees.
- Assist the Executive Director in the implementation of any special projects.
- Assist in the implementation of the organization's volunteer program.
- Manage relevant ad-hoc committees of the association including assisting in preparing and distributing agendas, taking minutes and facilitating meetings where necessary, including monthly Board Meetings.

Communications and events:

- Develop and maintain contacts with media sources to disseminate program information. Leverage e-newsletters, website, social media, and other similar avenues to disseminate program information.
- Assist the Executive Director in the implementing membership programs for the organization including but not limited to the production of the organization's quarterly mixer, production of promotional campaigns, production of email marketing, and promoting special events.
- Assist in the programming, organization, and implementation of large special events.
- Other duties as assigned by the Executive Director.

Required Qualifications:

Bachelors degree, preferably in Marketing, Urban Planning, Public Administration, Event Management, Public Relations, Journalism, or Communications.

Required Skills:

- Excellent written and verbal skills in English and Spanish.
- Experience with nonprofit related CRM software such as Donor Perfect, Neon CRM, or Salsa.
- Experience with website management applications (such as Word Press) and email delivery platforms (such as Constant Contact).
- The ability to work well under deadlines, and manage several projects simultaneously.
- Business district, nonprofit organization experience.

Job Type: Full-time

Salary: \$20.00 to \$22.00 /hour

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing / Walking				X
Climbing / Stooping / Kneeling		X		
Lifting / Pulling / Pushing		X		
Fingering / Grasping / Feeling: Must be able to write, type and use phone system				X