

Downtown Oklahoma City Partnership  
**JOB OPPORTUNITY**



**JOB TITLE:** Development Events Coordinator

**IMMEDIATE SUPERVISOR:** Phi Nguyen, Chief Operating Officer

**DEPARTMENT:** Development & Events

**LOCATION:** Oklahoma City; Not a remote position

**START DATE:** May 2024 (start date flexible)

**COMPENSATION:** \$44,000- \$51,000; 100% covered health and dental insurance plus short-term/long-term disability, 401K match (up to 4%), 20 days paid time off (15 personal time off, 5 illness/wellness time off), 12 paid holidays, wellness reimbursement program, parking and phone stipend

**STATUS:** Full Time, Exempt

## **ABOUT DOWNTOWN OKC PARTNERSHIP**

Downtown Oklahoma City Partnership (DOKC) is a 501(c)(6) non-profit urban place management organization responsible for marketing, maintaining, and managing the greater downtown Oklahoma City area. DOKC is contracted by the City of Oklahoma City to oversee the Downtown Business Improvement District (BID), an assessment area supported by downtown property owners. DOKC also creates and funds public art and activation projects through its 501(c)(3) Downtown Oklahoma City Initiatives.

At DOKC, we believe in the importance of a healthy and vibrant downtown, as its success impacts our entire community. Downtown Oklahoma City Partnership's mission is to create and champion a vibrant and diverse downtown through placemaking, advocacy, and promotion. For more information about DOKC, please visit [downtownokc.com](http://downtownokc.com).

## **JOB SUMMARY**

The Development Events Coordinator plays a key role in supporting Downtown OKC Partnership's mission by spearheading the planning and execution of signature events like Oklahoma Tree Lighting Festival, Saints Santa Run and Starlight and fostering fundraising and community engagement for downtown Oklahoma City. Ideal candidates are highly organized multi-taskers with excellent interpersonal skills and a passion for downtown Oklahoma City.

## **RESPONSIBILITIES & DUTIES**

### **Fundraising Events**

- Manage DOKC fundraising event budgets, including coding and submitting invoices
- Plan events including dates, locations, facilities, permitting, transportation, waste removal, traffic, vendor relationships, promotions plan, creating timelines, marketing materials needed, equipment rental, food, music, donations, photography, and all other logistics
- Provide onsite event management and coordination of staff, volunteers and vendors, including set-up, check-in, tear-down
- Collaborate with Marketing team to create event copy and marketing materials needed (branding, posters, graphics, Facebook events, newsletter, etc.)

### **Development and Community Engagement**

- Assist Chief Operating Officer in developing relationships and serve as support staff for prospective and current sponsors
- Manage sponsor relations, including execution and fulfillment of agreements, reporting, etc.
- Receive incoming sponsorship requests for DOKC and BID; Prepare recommendations for Leadership Team
- Manage outgoing sponsorships and ensure agreements are fulfilled

### **Administration**

- Maintain current vendor contact list
- Maintain internal events calendar for staff
- Represent DOKC as support staff for City Services meetings
- Acquire an understanding of the key functions of the Business Improvement District (BID) and its districts
- Perform speaking engagements and media interviews as needed
- Represent the organization at meetings, conferences and industry gatherings
- Assist the Leadership Team as needed

## **SKILLS & QUALIFICATIONS**

- Bachelor's degree in public relations, hospitality, marketing, or related field OR equivalent work experience
- 2+ years of professional experience in event coordination including client/sponsor management
- Excellent communication, writing, and public speaking abilities

## **POSITION REQUIREMENTS**

- Possess excellent computer knowledge and ability to master the online programs and software required of this position, especially Microsoft Office Suite
- Must be able to work flexible hours, including occasional nights, weekends and holidays
- Attendance at all DOKC events is required unless otherwise noted – some occurring on nights and weekends
- Project a positive constituent-focused attitude inside and outside of the office
- Strong organizational and time management skills
- Demonstrate the ability to work independently
- Demonstrate the ability to work effectively on a team and with a wide variety of people
- Ability to organize, lead and implement multiple projects simultaneously
- Ability to manage tasks to completion, asking for help when needed
- Ability to research information, including gathering and analyzing data from multiple sources
- Passion for downtown Oklahoma City

## **WORKING CONDITIONS**

- Primarily work on-site or off-site in downtown at a desk with limited physical work
- Candidates should be prepared to be visible to stakeholders and to spend a portion of their time moving around downtown, either by foot, bicycle, or other transportation
- Strength enough to lift, carry, push, pull or move objects weighing up to 30 pounds
- Stamina enough to exert oneself physically throughout the workday
- Flexibility enough to bend, twist, and reach while loading and unloading materials and equipment
- Near vision enough to perform tasks such as inspection of equipment, reading of computer screens, etc.

- Physical dexterity enough to operate equipment such as computer keyboards, common hardware tools, etc.
- Inside and outside for events – Ability to be exposed to cold, heat, humidity, adverse weather conditions, etc. It is expected this position will spend part of their time outside of the office to assist with downtown programming and events

## **HOW TO APPLY**

To apply, email cover letter and resume to Phi Nguyen with the subject line: Development Events Coordinator at [phi@downtownokc.com](mailto:phi@downtownokc.com).

### **DEADLINE TO APPLY APRIL 22, 2024 AT NOON**

We encourage you to apply regardless of meeting all qualifications and/or requirements.

Downtown OKC Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.