

JOB OPPORTUNITY



DESCRIPTION

JOB TITLE:	District Manager – Automobile Alley
IMMEDIATE SUPERVISOR:	Director of Place Management
DEPARTMENT:	District Management
COMPENSATION:	\$50,000 to \$55,000; 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, district manager reimbursement
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.

JOB SUMMARY

Automobile Alley is a historic district in the heart of downtown Oklahoma City offering shopping, dining, unique event venues, and local businesses. The District Manager is a champion for the district with a boots-on-the-ground presence to know and understand the needs of Automobile Alley. The District Manager will be supported by our DOKC resource team specializing in communications, marketing, special events, clean & safe, finance, and administration.

RESPONSIBILITIES & EXPECTATIONS

Board Management & Engagement - *Automobile Alley Inc, is a 501c3 organization who engages Downtown Oklahoma City Partnership for additional services including board management and engagement.*

- Prepare board agendas and packets, keep records, track attendance, and send meeting notices to Board of Directors
- Host board meetings by securing meeting spaces and preparing the room. If not meeting in person, schedule the meeting virtually

- Schedule and host committee meetings of the board and prepare necessary documents for presentation in advance of the meeting
- Develop an understanding of key issues facing the district and board, and serve as liaison to advocate for resources and opportunities to address those issues

Project Management

- Oversee all aspects of district projects including strategy, planning, permitting, budgeting, contracts, and implementation with support from DOKC team and stakeholders
- Engage stakeholders to serve on committees to advise and assist on project development
- Manage district budget, including coding and submitting invoices

Community Engagement

- Develop relationships and serve as first point-of-contact with district stakeholders such as board members, ratepayers, business owners, business employees and residents
- Host district business alliance meetings to gather business feedback, provide district updates, connect businesses to resources and allow for business-to-business collaboration and networking
- Welcome new businesses to the district by meeting with them to understand DOKC's role and connect them to any relevant resources
- Build relationships with civic organizations such as The City of OKC (OKCPD, Traffic, Parks, Embark), Visit OKC, Greater OKC Chamber of Commerce as well as OG&E and other service-related entities
- Keep track of district business openings and closings, update businesses website directory information and maintain updated business contact information.

District Activation & Marketing

- Oversee strategy, planning and production of events and serve as the lead contact of communication to district stakeholders regarding event preparations. Oversee district event budget and expenses.
- Develop programs that enhance the district experience, provide the opportunity for merchants to attract business and activate district public space
- Work closely with Marketing Team to implement district marketing efforts. Provide district-related content to Marketing Team on a regular basis
- Evaluate and report district Placer.AI data to district stakeholders

Public Space Management

- Perform regular district rounds and light audits to identify issues with maintenance, cleanliness, and safety and report issues to responsible party
- Ensure the district is safe and clean by reporting issues and staying up to date with status of maintenance issues with the Green Team
- Liaison for the Better Broadway streetscape project ensuring communication between impacted stakeholders, City of OKC and construction team
- Keep up to date with any private or public construction projects, street closures or events impacting the area

IDEAL CANDIDATE

- Project a positive constituent-focused attitude inside and outside of the office
- 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

- Excellent communications, writing and public speaking abilities; comfortable with the media
- Passion for downtown Oklahoma City

WORKING CONDITIONS

- Must be able to work flexible hours, including occasional nights, weekends, and holidays
- Perform routine check-in with district business owners
- Work remotely from district businesses as needed
- Frequent hand/eye coordination to operate personal computer and office equipment
- Lifting and moving large items will be required at times. Strength enough to lift, carry, push, pull or move objects weighing up to 30 pounds

HOW TO APPLY

To apply, email cover letter and resume to Kristen Vails with the subject line: Automobile Alley District Manager at kristen@downtownokc.com.

DEADLINE TO APPLY JULY 31, 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.