

Downtown Oklahoma City Partnership

# JOB OPPORTUNITY

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## DESCRIPTION

<b>JOB TITLE:</b>	Director of District Management
<b>IMMEDIATE SUPERVISOR:</b>	Chief Executive Officer
<b>DEPARTMENT:</b>	District Management
<b>START DATE:</b>	April 1, 2026 (negotiable)
<b>STARTING COMPENSATION:</b>	\$75,000 to \$80,000 (annual)
<b>BENEFIT PACKAGE:</b>	100% employer-paid health and dental insurance, employee-paid vision insurance, 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, compensatory time off, wellness reimbursement program, parking stipend, cellular phone stipend, district manager reimbursement; annual training and development plan; annual performance evaluation
<b>STATUS:</b>	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

This position is a member of the DOKC Leadership Team and is responsible for the DOKC District Management Department. This position is the supervisor responsible for four (4) employee direct reports.

Downtown Oklahoma City is made up of six districts, each with a distinct feel and personality. The District Management Department oversees these six districts that comprise the Downtown BID:

- Automobile Alley (501(c)3 organization)
- Bricktown (501(c)6 organization)
- City Center
- Deep Deuce
- Midtown (501(c)3 organization)
- West Village(501(c)3 organization)

The Director of District Management is a champion for all downtown districts with leadership oversight of department administration, board of director management and governance, financial responsibility, project management, district activation, events and fundraising, public space management, advocacy strategy and community engagement. This position will understand the needs of downtown and its six districts, through the multiple lenses of property owners, commercial tenants, residential population, stakeholders, and visitors. This position will be in coordination with other DOKC resource teams that specialize in communications, marketing, special events, safe and clean operations, and finance.

## **RESPONSIBILITIES & EXPECTATIONS**

### **Department Administration**

- Administration
  - Lead District Management Department and Team
  - Collaborate with DOKC Leadership Team frequently for synergies and guidance
  - Coordinate regularly with staff members from DOKC Operations, Marketing, Development and Events, and Finance Teams
  - Supervisory responsibility over four employee direct reports including, but not limited to, DOKC employee and administration policies, hirings, and terminations
- Board Governance
  - Responsible for administration, governance, bylaws, records, policies, and procedures relating to Board of Directors for Automobile Alley, Bricktown, Midtown, and West Village
  - Review and oversight of District Management Team's creation of agendas, packets, and communications for Board of Director meetings and committee meetings; Attendance at Board of Director and committee meetings
  - Active dialogue with District Board Chairs, Board members, Ex-officio Board members, and Advisory Board members
- Financial Management
  - Oversight of District Management Team to develop, track, and implement annual district budgets for Automobile Alley, Bricktown, Midtown, and West Village
  - Develop, track, and implement annual budgets related to City Center and Deep Deuce
  - Conversant of downtown BID assessment structure and funding mechanisms
  - Assist DOKC Finance team with Form 990 filings, 1099 tax reporting, and other financial audit material

### **District Management**

- Direct lead for district management of City Center and Deep Deuce
  - Emphasize relationships and serve as first point-of-contact with district stakeholders such as ratepayers, business owners, business employees and residents
  - Host district business alliance/community meetings to gather business feedback, provide district updates, connect businesses to resources and allow for business-to-business collaboration and networking
  - Keep track of district business openings and closings, update businesses website directory information and maintain updated business contact information
  - Welcome new businesses to these districts through meetings and other means, to explain DOKC and BID's role and connect them to relevant resources

- Project Management
  - Lead and oversee work products of third-party consultants and contractors hired by DOKC for downtown district projects; Responsible for tracking scope deliverables, budgets, and expenses
  - Lead and guide District Management Team in district-related external projects, such as construction, utilities, infrastructure, transportation, and street work
  - Advisement and oversight of District Management Team for district projects, including strategy, planning, permitting, budget, contracts, and implementation
- District Activation and Events
  - Leadership for District Management Department for district events, including oversight of strategy, planning, permitting, budget, fundraising, contracts, and production
  - Develop programs with the District Management Team that enhance the district experience, provide the opportunity for merchants to attract business and activate district public spaces
  - Generate location analytics (placer.AI) reports for activations and events
- Public Space Management
  - Lead oversight of BID's portion of shared responsibilities in the management of the Bricktown Canal and The Underground, in conjunction with the City of OKC and DOKC Operations Team
  - Conducts downtown district rounds on a regular basis; Knowledgeable of findings from District Management Team's rounds, public access and asset repair needs, light audits, safety, maintenance items
  - Work with DOKC Initiatives organization to coordinate public artwork projects, installments, and maintenance

### **Advocacy Strategy and Implementation**

- Manage official district opinions and statements
- Data analyses, evaluate reports and trends through district location analytics (Placer.AI) data and utilize for future downtown advocacy and strategies
- Prioritize an understanding of key issues facing downtown and its districts, and serve as liaison to advocate for resources and opportunities to address those issues, with both a short-term and long-term lens
- Serve as the DOKC clearinghouse for multiple Board of Director participation and feedback input for a consistent voice of advocacy for downtown and its districts

### **Community Engagement**

- Build relationships and alignment with civic organizations and their staff including, but not limited to, City of OKC (OKCPD, Parks, Embark, Public Works and Traffic Division, Planning, Utilities, Fire, EMSA), Visit OKC, Greater OKC Chamber of Commerce, and The Alliance for Economic Development
- Build relationships and alignment with external entities and their staff including, but not limited to, Bricktown Ballpark and OKC Comets, Lower Bricktown PUD, Paycom Center/Global Legends, OKC Convention Center, OKC Thunder, Boathouse District, Innovation District, Wheeler District, Stockyards City, OG&E and other utility service-related entities
- Assist DOKC leadership team with media statements and public advisories
- Represent DOKC Leadership at meetings, conferences, and industry functions
- Perform community speaking engagements and district tours, as needed

## POSITION REQUIREMENTS

- Bachelor's degree or equivalent work experience
- 5+ years of professional experience in place management, community engagement, municipal government, operations project management, or similar role
- Possess a deep-level expertise of general computer knowledge and ability to master the online programs and software required of this position, to include but not limited to:
  - Microsoft Office Suite
  - Adobe Acrobat or equivalent

## IDEAL CANDIDATE

- Experience with tourism and hospitality, entertainment venue industry, event planning and fundraising, marketing, construction management, operations and maintenance, or similar industries is a plus
- Project a positive constituent-focused attitude inside and outside of the office
- Demonstrate the ability to work independently, and with strategic thought processes
- Demonstrate the ability to work effectively on a team with a wide variety of people
- Ability to organize, lead and implement multiple projects simultaneously, including governance for a Board of Directors
- Ability to manage tasks to completion, anticipating progress roadblocks, seeking help when needed
- Strong organizational and time management skills
- Excellent communications, writing and public speaking abilities; Comfortable with the media
- Passion for downtown Oklahoma City

## WORKING CONDITIONS

- Primarily work on-site in DOKC office 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.
- Ability to be exposed to cold, heat, humidity, adverse weather conditions, etc.; It is expected this position will spend a portion of time outside of the traditional office setting, in order to work on downtown programming and events

## HOW TO APPLY

To apply, email cover letter and resume to Phi Nguyen, Chief Operating Officer, at [phi@downtownokc.com](mailto:phi@downtownokc.com) with the subject line "Director of District Management".

**ORIGINALITY AND AUTHENTICITY REQUIREMENT:** DOKC values original thinking and genuine personal expression. While we recognize that Artificial Intelligence (AI) tools can be helpful in creative processes and operations, we require that all application materials, including but not exclusive to your cover letter, resume, writing samples, and portfolio work, if applicable, represent your original thoughts, creativity, and capabilities. By submitting your application, you agree that these materials are your own work and not generated by AI.

**DEADLINE TO APPLY: MONDAY, FEBRUARY 2, 2026, at 5PM CST**

You are encouraged 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.