



Santa Fe Business Improvement District Part-time Director Job Description

Santa Fe Business Improvement District (Santa Fe BID) is seeking a **Part-time Director** with previous community and business experience and good organizational skills. Santa Fe BID was established in 2014 after formal approval by business and property owners in the district boundaries at the November general election. Responsible for business improvement activities along the Santa Fe Corridor from the 600 to 1300 block, the Santa Fe BID has adopted an operational plan and budget and will hire a director on a contracted service basis. The Director will act as the principal operating officer of the BID and be responsible for the overall administration and work activities of the BID. The Director works approximately 20 hours/week including occasional weekend activity; may office out of their home or in one of the Santa Fe business locations. Compensation is based on experience and ranges from \$26,000-\$30,000 / year, on contract.

Scope of Work:

- Develop, recommend, evaluate and administer the BID's operational work plan of services in the district in the areas of marketing, physical improvements, enhanced maintenance, advocacy and safety. Assure implementation of these plans, maintain all organizational records, provide periodic progress reports, and adhere to all budget and financial obligations.
- Insure compliance with all aspects of the BID's legal requirements to the State of Colorado and the City of Denver and monitor and maintain all vendor, contractor and consultant relationships. Develop enhanced communication functions including website, social media, and public relations strategies.
- Develop and coordinate specific marketing and promotional programs relating to Santa Fe's retail, restaurant, arts and residential attractions and amenities.
- Enhance and expand relationships with corporate, community, government and institutional partners to carry out the BID's organizational mission and objectives.
- Act as staff to the Board and its committees and serve as the Board's liaison to community and civic groups, government and elected officials, including the City of Denver.

- Expand revenue sources including fund raising, grants, corporate sponsorships, event revenues and other supplemental sources of operating support.
- Promote historic Santa Fe as a unique, authentic corridor in the marketplace and community and as a great place to live, work and play.
- Follow best practices in downtown and business improvement district management.

Qualifications:

Candidates should have 3 to 5 years' experience, preferably with business improvement districts, urban area marketing and revitalization, or retail/business center marketing programs. Any equivalent combination of education, training or experience may be considered. Strong organizational, written and verbal communication and interpersonal skills are required. Must be able to handle negotiations and other interactions with skill, tact and diplomacy. Must have good leadership skills and be a creative, self-starter capable of working successfully with a high degree of autonomy and professionalism.

To Apply: Qualified candidates should submit a cover letter, resume and three recommendations to lsinton@voacolorado.org by January 1, 2018. Information about Santa Fe Business Improvement District can be found at <http://santafebid.org/>.