



Position Title: Dallas Downtown Manager

Salary Range: \$17-\$19/hr. DOE

Position Details: Part-time (No More than 20 Hours a Week)

Reports to: Dallas Downtown Association (DDA) Board of Directors with limited supervision

Supervises: Volunteers

Definition: The Dallas Downtown Manager collaborates with the DDA's Board of Directors to develop and implement community-oriented events in line with the organization's Mission and Vision Statements, as well as annual work plans inspired by the National Main Street Center's Four Point Approach® to downtown revitalization. This role involves operating, coordinating, and managing the DDA's events, with a focus on supporting the revitalization and historic preservation of the Historic Downtown District.

Job Functions:

- **Essential:**
 - Coordinate Main Street program activities.
 - Develop and coordinate public awareness programs.
 - Attending all board and committee meetings.
 - Manage administrative aspects of the program.
 - Serve as an advocate for the DDA.
 - Assist in devising and executing strategies.
 - Recruit and motivate committee volunteers.
 - Maintain a comprehensive volunteer database.
- **Important:**
 - Work with the Board to develop sustainable funding.
 - Manage and recruit volunteers.
 - Support committee chairs.

Areas Of Major Time Commitment:

- Work Plan Implementation
- Meetings with Stakeholders and Volunteer Committees
- Management and Operations
- Sponsorship Development
- Outreach
- Support for Events and Promotions

Anticipated Results:

- Support organizational goals.
- Encourage downtown revitalization projects.
- Facilitate business recruitment and retention.
- Expand community support.

**Work Environment and Physical Demands:**

- Requires significant on-the-ground presence downtown.
- Perform other assigned duties as needed.

Requirements:

- Education: High School Diploma or Equivalent
- Valid driver's license and background check.
- At least one year of events planning, sales, customer service, and volunteer management experience.
- Ability to work flexible hours.
- Familiarity with downtown revitalization methodologies.
- Proficiency in MS Office applications and social media platforms.

To apply, submit a resume and cover letter to info@dallasdowntownassociation.org