

Downtown Business Development Coordinator

...is responsible for all duties relating to the development, promotion, execution, communication, and documentation of the businesses in the Downtown Partners district.

You will work directly with the businesses and help promote everything happening in downtown Sioux City. This person is the front-line contact, requiring written and verbal communication skills and the ability to interact with current business owners, attract new businesses and communicate to our community with confidence. The ability to stay organized, meet deadlines, and assist others is essential as part of the organizations team dedicated to making downtown successful. We are responsible for creating a positive impression for our members, visitors and guests as well as exercising the highest professional standards in representing the organization.

This is a 40 hour per week position with a pay grade up to \$40,000 per year, based on experience, plus benefits.

Send resumes to: ragencote@downtownsiouxcity.com by 5:00 PM on Tuesday, August 8.

Duties include, but are not limited to:

- Working with local businesses to attract, expand, retain, organize, and develop a business plan to create growth in the downtown district.
- Maintain communication throughout the year with the existing businesses in Downtown to gauge the business climate and look for threats and opportunities.
- Supporting the executive director in the delivery of business support services, including maintaining and updating data for the recommended market opportunity profile, connecting small business prospects to counseling resources and offering best space options for new businesses.
- Create new ideas on ways to engage downtown and the community. Assist the Event Manager in planning and implementing new and existing downtown events with organizations and businesses.
- Developing content for Downtown Partners website and e-news, plus managing social media platforms in partnership with contracted marketing services.
- Becoming involved in Sioux City's innovation network through fostering ongoing relationships with organizations and individuals connected to appropriate groups.

Required Knowledge, Skills and Abilities

- Ability to operate a personal computer using standard or customized software applications.
- Able to endure physical labor required for events, possible set up and take down equipment, pushing, pulling, reaching, walking, squatting and working during events.
- Able to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines.
- Able to confidently initiate contact with new and existing business.

Behavioral Expectations

- Represent Downtown positively, professionally, courteously, and ethically.
- Takes on new tasks to achieve the missions of Downtown Partners.
- Build positive internal and external relationships.
- Show sensitivity and respect for the cultural diversity of members, staff and other community leaders and groups.
- Maintain confidentiality regarding personnel and organizational information.

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Downtown Partners
SIOUX CITY

