



111 Monument Circle, Ste. 250  
Indianapolis, IN 46204  
(317) 237-2222  
[www.DowntownIndy.org](http://www.DowntownIndy.org)



Title: Director of External Engagement

Organization: Downtown Indy, Inc.

Organization Overview: Downtown Indy, Inc. exists to improve the vibrancy of Downtown. It is action-oriented and addresses critical issues that impact Downtown's growth and well-being. DII focuses on the management, operations, marketing, and activation of Downtown Indianapolis. DII has a strong team environment where success depends upon collaboration and coordination within the organization and with external stakeholders including property owners, businesses, residents, and government entities. Downtown Indy, Inc. has a Board of Directors, a Marketing Board, and soon, a new board will oversee the Mile Square Economic Enhancement District. Each of these groups has a role in shaping the priorities of the organization.

Position Overview: This individual is responsible for working with downtown stakeholders, property owners, and government partners, as well as DII related boards and committees, to ensure DII is an effective problem solver, conduit, and convener. The Director of External Engagement will play a key role in DII's membership program, helping to ensure that member organizations and property owners are connected to the organization and seeing the direct benefit of their investment in downtown. In addition, this person will elevate the services provided by DII and serve as a front door for connecting downtown stakeholders with the range of programming, resources, and support that the organization provides.

#### Key Responsibilities:

- Develop and implement strategies to effectively engage with stakeholders, including members, property owners, government agencies, and community organizations, as well as relevant DII boards.
- Serve as the primary point of contact for downtown property owners and government partners, in order to address challenges, respond to evolving needs, and connect to resources.
- Build and strengthen relationships with DII members and partners to maintain member retention strategy and increase new member acquisitions.
- Engage in board communication including facilitating day-of logistics, pre-meeting communication, and post-meeting follow-up.
- Seek out potential sponsorship partners, facilitate sponsorship agreements and support the Events and Mar/Com teams on associated deliverables.
- Act as a conduit between members/property owners and the operational, advocacy, marketing, and programming services DII offers – this requires close collaboration with DII Marketing/Comms, Operations, and Events teams.
- Plan and manage member-focused community events, such as community clean-ups,



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member mixers, and education–focused forums.

- Facilitate ongoing communication and engagement opportunities for key community leaders including elected officials, corporate officers, and philanthropic partners.
- Assist in planning and executing volunteer opportunities for top-tier corporate members to engage their employee bases with Downtown events, plantings, clean-ups, etc.
- Drive outreach initiatives focused on downtown’s growing residential population
- Identify opportunities for collaboration with downtown-centric organizations and events
- Manage the Downtown banner program, helping to ensure it is being marketed to potential users, and that internal and external partners have the information they need to execute effectively and according to the contract.
- Oversee the Data and Research Coordinator to provide a superior level of stakeholder engagement and continued understanding of the Downtown landscape.

#### Qualifications:

- Bachelor’s degree in a relevant subject area – this could include but is not limited to non-profit management, fundraising, communication, or public administration.
- 5+ years of experience in stakeholder relations, external or government relations, board management, donor relations, and/or sponsorship acquisition.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Excellent writing and presentation skills, with attention to detail and the ability to convey complex information clearly and persuasively.
- Strategic thinking and problem-solving abilities, with a demonstrated capacity to identify opportunities and navigate challenges.
- Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities and deadlines effectively.
- Ability to work collaboratively across departments and organizations
- Commitment to our organization's mission and values, with a passion for making a positive impact in our community.

Supervisor: President/CEO

Compensation: This position is expected to pay between \$62,500 and \$82,500, based on the candidate’s experience, qualifications, and expertise.



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Join us in our mission to revitalize and promote Indianapolis's downtown/central business district as a vibrant hub of commerce, culture, and community. If you are a relationship builder, strategic collaborator, and passionate advocate for Downtown Indianapolis, we invite you to apply for this exciting opportunity to help build community in Downtown Indianapolis.