



Administrative and grants coordinator

Position summary:

The Rochester Downtown Alliance is seeking an administrative and grants coordinator to keep us organized internally and well-equipped to support our stakeholders externally. On the administrative side, we are seeking a truly organized person who loves systems, processes, and efficiency. You will be the professional and polished first point of contact for the organization: setting up meetings, answering the general phone, and representing the organization at events. You will manage our physical and digital files, handle basic bookkeeping, maintain and order office supplies, and resolve our computer quandaries. You will be a flexible, positive, and adaptable member of the team who jumps in to cheerfully assist with events, research projects, and anything else our small but mighty team may need.

On the grants side, we seek a team member who can hit the ground running with our existing grant programs and invest the time and research to make each program more effective, efficient, and widely used. You will work with our communications team to promote our grants widely to the Rochester community, answer questions in a timely manner, and recruit and enlist reviewers to ensure each grant cycle runs smoothly.

This role will require close and regular collaboration with a small but talented team to ensure consistent, accurate communication across all mediums.

Primary responsibilities include:

- Administration
 - Be the first point of contact for the RDA, including answering phones and handling walk-in visitors.
 - Maintain our stakeholder database.
 - Assist the team, especially the executive director, with scheduling small and large meetings.
 - Manage logistics for scheduled stakeholder outreach events: Downtown Dialogues, business visits, and coffee hours.
 - Onboard and offboard employees.
 - Open and sort mail.
 - Keep track of credit card receipts and invoices. Work with our bookkeeper to ensure invoices are paid in a timely manner.
 - Own our IT assets and manage our relationship with outside IT support.
 - Maintain physical office files.
 - Order and maintain office supplies.
 - Keep storage areas neat and organized.
 - Review best practices from other offices and suggest improvements as we go. We value curiosity and a constant appetite for improvement.



- Grant management
 - Be first point of contact for RDA's Façade Improvement Grant, Start-Up Event Grant, Mural Grant, and other grant programs as they arise.
 - Manage and facilitate grant review committees.
 - Annually assess each grant program and improve parameters for clarity and relevance.
 - Research best practices for grant administration at small organizations.
 - With communications team, post and promote grant opportunities.
 - Answer applicant questions, receive and organize applications, plan and manage grant applicant workshops, create and improve review guidelines, recruit and coordinate review committees, and share results with applicants.
 - Collect and file all pre- and post-event documentation from applicants and recipients.
 - Manage grant budgets and payouts with assistance of bookkeeper.
 - Collect data on outcomes and efficacy.
 - Annually summarize data for RDA board of directors and partners.

- Additional duties
 - Support RDA team on major event sites.
 - Support smaller events and programs as requested.
 - Assist with special projects and research as assigned.

Skills and experience:

- High school diploma.
- One to three years relevant experience in administration, non-profit management, communications, or related field.
- Demonstrated knowledge of and proficiency in Microsoft Office platforms (Word, PowerPoint, Excel, Outlook, etc.).
- Preferred: Experience with website navigation, and editing
- Excellent written and verbal communication skills.
- Outstanding attention to detail.
- Ability to work positively with others and thrive in a demanding, fast-paced, and rapidly changing environment.
- Ability to manage multiple tasks that vary in complexity and urgency.
- Self-motivated, empathetic, creative, forward-thinker open to creating new strategies to enhance the Rochester Downtown Alliance and downtown Rochester.
- Must be able to anticipate communication needs, discern work priorities, and meet deadlines with minimal supervision.
- Be willing to work occasional evenings and weekends as needed.
- Must be able to lift up to 50 pounds.



Job Type: Full-time

To apply, send the following to Holly Masek, RDA executive director, at hmasek@downtownrochestermn.com:

- Cover letter
- Resume
- Three professional references

Company overview:

The Rochester Downtown Alliance (RDA) is a Minnesota nonprofit corporation comprised of a broad range of people, including property owners, business leaders, the city of Rochester, and others with a direct stake in enhanced business and economic development in the downtown district. The RDA also interacts closely with the public, including residents and visitors.

The RDA works collaboratively to build a vibrant downtown community and believes that a strong core positively impacts the greater city of Rochester. The RDA brings downtown to life through events, activation, and advocacy. The RDA's values are:

- **We're the Downtown Experts** - Downtown Rochester is our focus. Everything we do, we have Downtown in mind, constantly providing events, programs, and services that meet our vision.
- **Build it Together** - Create and maintain an environment where we are better off collectively than we are individually.
- **Strive for Excellence** - We are dedicated to excellence. Our quest embraces creativity, innovation, and hard work. We pride ourselves on being accessible and approachable to everyone. Our No. 1 priority is the quality of our events, programs, and services.
- **Be Passionate** - We bring passion and a positive attitude to all we do.
- **Have Fun** - We have fun with everything we do.