

Downtown Akron Partnership

Title: Director of Programming and Engagement

Reports to: President

Hours: Full Time; evening and weekend hours as needed (flex time available)

About DAP:

DAP is a dynamic, fast paced non-profit organization dedicated to building a vibrant and valuable downtown for all people. The small staff works closely with stakeholders from all sectors across downtown to strengthen downtown through economic development, placemaking, clean and safe initiatives, events, stakeholder services and programming.

Job Summary:

The Director of Programming and Engagement drives excitement, energy and pride in downtown Akron through engagement, placemaking, programming, and volunteerism. Duties include engaging the public to design and co-create a downtown for all people; designing and overseeing the successful implementation of compelling programming and events; sustaining programming through grants, sponsorships and relationships; coordinating district wide collaborative programming; and engaging and coordinating volunteers.

Summary of Essential Qualities:

- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Zoom. Basic design (Canva/Adobe InDesign) knowledge is a plus. Capacity to learn DIVA, Slack, Mail Chimp, and Citylight in order to maintain, develop and produce strategic information
- Aptitude for co-creation, relationship building, engaging others, learning and excellence
- Strong organizational skills with ability to co-create or delegate work for optimal outcomes
- Intuitive creativity and/or ability to encourage/facilitate creativity in others
- Strong oral and written communication skills
- Ability to manage many projects and prioritize work to meet deadlines
- Ability to communicate progress, issues or concerns and consider suggestions for improving work
- Ability to interact with, assess needs of, and support professional staff, stakeholders and Board members
- Maintain confidentiality and demonstrate discretion
- Work autonomously, without hesitating to seek advice and help
- Knowledge of event-related policy and processes
- Ability to remain focused, flexible and composed under pressure
- Integrity and trustworthiness
- Optimism
- Energy

Responsibilities:

- Engage the public, stakeholders and Board members in the design and implementation of downtown programming
- Coordinate and implement a calendar of compelling and diverse programming and events to include
 - 2-3 significant, DAP-created events/year
 - Monthly program/event of moderate size
 - Animation programming (fitness, art, music) 3-5 times/week
 - DAP Annual Meeting
 - Coordinate design/order for Summer & Winter beautification program
- Set up, take down, survey, and evaluate events and programs
- Build relationships and administer grants and sponsorships to sustain programming
- Supervise a team of 2-3 programming assistants
- Implement organized and excellent programs/events that benefit the downtown community
- Coordinate district programming calls 2x/month

- Serve as liaison to event coordinators, local government and stakeholders to ensure successful events downtown

Education:

Bachelor's degree in related field or commensurate work experience preferred.

Position:

Position is full time, salaried, at-will employment with a salary range of \$38,000-\$48,000 depending upon experience. DAP provides an Anthem health insurance package (Summa/Cleveland Clinic-Akron General) with an employee pay-in of \$100/month single, \$250/month family, and Guardian dental package. DAP celebrates 11 paid holidays and offers 5 days of paid time off after 3 months of continuous employment. Paid time off increases at 6 months, 1 year and 3 years. DAP is committed to continuing the engagement and education of our team through ongoing professional development and networking opportunities throughout the year.

Additional Information:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not an exhaustive list of all responsibilities, duties and skills required of the Director of Programming and Engagement. All DAP personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Downtown Akron Partnership is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all.

To Apply:

Please send a cover letter and resume to sgraham@downtownakron.com with Director of Programming and Engagement in the subject line.