**Downtown Program Manager Job Description**

Status: Part-time, Exempt, 30 hours/week

Wage: Competitive salary commensurate with experience, plus benefits (See below)

Reports to: Executive Director

Date Posted:

To apply: Send a cover letter and current resume to personnel@racdc.com with subject

line: Downtown Program Manager. This position will remain open until filled.

**Position Description:**

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC)

is a 501(C)3 charitable nonprofit non-profit organization that provides affordable housing, senior wellness services, downtown revitalization, and other economic development services to the Greater Randolph VT Area. Our dynamic team seeks a full-time Downtown Program Manager to manage Randolph’s state Designated Downtown Program and assist in community development initiatives.

**Equal Opportunity Employer:**

RACDC practices equal opportunity in housing, employment, and other business practices. We welcome diversity and support career development. Candidates who do not feel they meet all qualifications listed are still encouraged to apply. Aptitude, strong skills in some areas, a commitment to RACDC’s mission, and a strong motivation to learn and take the necessary training can substitute for experience in some areas. RACDC is committed to promoting diversity and opportunity for everyone in our community and in our workplace.

**Core Position Responsibilities:**

* Program Administration: Lead in meeting RACDC’s goals, strategies, budgets, record-keeping (including database management), and reporting or other technical requirements related to the downtown program designation.
* Event Management: Plan, coordinate and manage RACDC events and initiatives and collaborative initiatives with other organizations, including public events, business stimulus initiatives, festivals, ribbon-cuttings, annual meeting, etc.
* Effective Communication and Outreach to increase Engagement: Create and oversee implementation of effective communication with Supervisor, and between staff and board, partners, business owners, sponsors, the public and other stakeholders to promote the Downtown Program goals. Increase engagement, sponsorship, and volunteer involvement, especially youth engagement, and leadership development.
* Collaboration: Manage short- and long-term initiatives to improve downtown vitality, infrastructure and the built environment; promote downtown and regional development inside and outside the community; work to obtain grants and other funding to support downtown activities; and represent RACDC in related meetings, campaigns, advocacy and collaboration with businesses, consultants, other community organizations, state agencies and municipal partners.
* Fundraising & Revenue generation for program and organizational development.
* Recruit & Supervise volunteers and staff as needed.
* Other duties as assigned

**Qualifications:**

* Bachelor’s degree in Community Development, Business Administration, Marketing & Promotion, or other relevant disciplines preferred. Equitable work experience in program coordination, development and/or communications, and event planning will also be considered, preferably with multi-stakeholder initiatives.
* Strong oral and written communication and networking and/or community organizing skills with an ability to reach a variety of audiences in an authentic and inclusive manner.
* Competency with design tools, including Canva, Publisher, and/or Adobe InDesign, to create ads and other outreach media, as well as with office tools, such as Microsoft Office Suite, Zoom, database management, and project management applications.
* Willingness to learn new technologies and skills.
* Ability to facilitate groups, lead and inspire others, and foster inclusivity.

**Important Skills and Personal Assets:**

* Solid organizational skills and attention to detail.
* Proven ability to exercise sound judgment, show initiative in provlem-solving, and achieve goals.
* Ability to manage time effectively and work independently.
* Ability to work well in teams, and possess the ability to be a cheer-leader, and bring a sense of humor and positive can-do attitude to the work.
* The successful candidate must have the physical and mental abilities to perform the essential job duties listed here. However, reasonable accommodation may be extended to help perform those duties. The job entails some evening and weekend work, travel and long periods of sitting at a desk and computer work. While performing the essential duties of this job the successful candidate may have to use hands and fingers, walk, stand, reach, or lift up to 25 pounds. Travel to meetings and presentations, long hours preparing and overseeing events, and outdoor work may be required. Wear safety gear, specifically work shoes/boots and hard hat as needed.

**Compensation & Benefits:**

This is a part-time exempt position (30hr/week) with the potential for a flexible schedule and partial remote work schedule after an initial trial period. RACDC’s benefit package includes:

o Vacation, sick time, plus holiday shut-down and most federal holidays

o Employer sponsored dental and vision

o Employer sponsored, employee-directed benefit stipend

o Reimbursable work-related travel expenses

o Annual evaluation and raises based on performance

o Professional development opportunities

**RACDC Standards of Conduct: As a representative of RACDC, I will…**

* Demonstrate a commitment to the mission and values of RACDC, including justice and equity.
* Represent RACDC in a positive way by showing respectful in communication with others.
* Handle and protect highly sensitive, confidential information to protect the privacy of others.
* Adheres to all safety practices, rules and standards throughout the work day.
* Contribute positively to a professional and respectful office environment.

**RACDC Mission Statement**

Randolph Area Community Development Corporation (RACDC) is a nonprofit organization that unites the community behind initiatives which strengthen our region’s social and economic assets, in order to enrich quality of life, instill pride and build confidence. We do this by promoting sound development practices and investment, creating affordable housing options, preserving environmental and historic resources, and leading in the revitalization of downtown and village centers.