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Capitol Hill Business Improvement District

## Marketing & Program Manager/Director

### Description

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The Capitol Hill Business Improvement District (BID) is looking for a SUPERSTAR to complete our small, but energetic management team. This self-starting individual will assist the president with the management of the BID office to include the administration, programming, and marketing activities of the organization.

This is a great career opportunity for someone willing to go above and beyond the ordinary to get the job done. Great writing and communications skills are a must!

Duties include, but are not limited to: assisting in developing and maintaining marketing programs for the organization through collateral development, website, public and community affairs; production of weekly email newsletter and other communications; assist in the planning and coordination of BID special events; and, assisting the president with administrative duties such as Board and Committee Meeting agendas and minutes. Perform other related duties as required and assigned.

Experience in the areas of marketing, image development, public/private partnerships, planning, development and implementation, promotions, event planning is desirable. Ideal candidate will possess the ability to work with diverse business/community leaders and must be able to function independently.

The BID also runs a 501c3 program "Ready, Willing & Working" that provides work opportunities and supportive services to homeless and formerly incarcerated men, so an interest in reducing homelessness will catapult any candidate's resume to the top of the pile.

Work experience in business improvement district (BID), Main Street, neighborhood, or city and community preferred. Bachelor's degree in Marketing or Communications preferred. Requires excellent verbal and written communications, strong organizational skills and flexibility (some weekend work may be occasionally required), and proficiency with Windows programs (particularly excel, ms word) and social networking (facebook, twitter, etc.). Website maintenance ability (using WordPress) is a big plus. Experience with email marketing software such as MailChimp a plus. Salary commensurate with experience and qualifications. Good benefits. Great team! EOE.

Thank you for your interest! Submit resume and cover letter to:

Patty Brosmer, President: [pbrosmer@capitolhillbid.org](mailto:pbrosmer@capitolhillbid.org)

Capitol Hill Business Improvement District

1451 Pennsylvania Avenue, SE

Washington, DC 20003

### About the Capitol Hill Business Improvement District

The Capitol Hill BID is a 501 (c)(6) non-profit organization funded through an assessment on commercial properties and is dedicated to fortifying Capitol Hill by creating a cleaner and safer place to live, work, and conduct the business of our nation's capital, while remaining a national and cultural tourist destination. The BID provides enhanced services designed to augment, not replace, those provided by the DC government, including: security, street cleaning, maintenance and graffiti removal, streetscape improvements, marketing and promotional services and community outreach. For more information, please visit us online at [www.capitolhillbid.org](http://www.capitolhillbid.org).

## Requirements

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## Job Information

**Location:**

Washington, Dist. Columbia,  
20003, United States

**Job ID:**

48464344

**Posted:**

May 16, 2019

**Position Title:**

Marketing & Program  
Manager/Director

**Company Name:**

Capitol Hill Business  
Improvement District

**Job Function:**

Marketing & Communications

**Entry Level:**

No

**Job Type:**

Full-Time

**Job Duration:**

Indefinite

**Min Education:**

BA/BS/Undergraduate

**Min Experience:**

3-5 Years

**Required Travel:**

None

**Salary:**

\$60,000.00 - \$75,000.00  
(Yearly Salary)

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Tampa, United States