



## JOB ANNOUNCEMENT

### Downtown Projects Manager

#### **Overview**

Motivated, creative, and passionate about urban environments, the Project Manager supports the Downtown Alliance's mission of acting as a catalyst for a vibrant and thriving downtown. The position is responsible for managing a wide variety of exciting projects, focused on the Alliance's strategic priorities of supporting a clean, safe, and vibrant physical environment, promoting the assets that exist in downtown, aiding downtown economic development efforts, and advocating for the downtown community. Examples of projects could include: development of a downtown Creative District, formation and implementation of a business recruitment strategy, management of physical placemaking efforts, and research and advocacy around urban clean and safe best practices.

#### **About the Olympia Downtown Alliance**

The Downtown Alliance is focused on showcasing the amazing assets that exist in the Downtown Olympia constellation, while creating a platform for Downtown businesses to prosper. Where the rubber meets the road, that means a determined effort to advocate for Downtown, pursuing a clean, safe, and welcoming environment, providing tools to help businesses succeed, all-the-while continually seeking to supercharge Downtown's image. (For more information, visit [www.DowntownOlympia.org](http://www.DowntownOlympia.org).)

We are a dynamic organization that has rebuilt our infrastructure from the ground-up over the last few years and we continue to grow and evolve. Our sole focus is providing value-added services to the Downtown business community by attracting the broader community to the heart of this region...Downtown Olympia. We're looking for a bright and energetic individual looking to grow with our organization and the Downtown!

#### **Responsibilities**

The Project Manager reports to the Executive Director. Responsibilities include:

- Plan and implement projects
- Help define project scope, goals and deliverables
- Define tasks and required resources
- Collect and manage project teams, composed of downtown stakeholders
- Work with Alliance committees and Board of Directors
- Manage budget and allocate project resources
- Create schedule and project timeline
- Track deliverables
- Support and direct project team
- Monitor and report on project progress
- Present to stakeholders reports on progress as well as problems and solutions
- Evaluate and assess result of project
- Other duties as assigned

**Qualifications**

- Minimum two-years of work experience in a position responsible for managing projects and working with a degree of autonomy
- An undergraduate college degree is preferred, but commensurate work experience will be considered
- Critical thinking and problem solving
- Strong communication and interpersonal skills
- Balanced ability to take direction and take proactive initiative

**Compensation and other considerations**

- Compensation range: \$60,000-\$70,000 annual salary, depending on qualifications
- Individual Retirement Account, including an employer match
- Stipend for individual insurance plans
- Paid Time-Off
- Downtown parking space

**Deadline**

Application deadline is Thursday, August 26 at noon (PST).

**Instructions To Apply**

- Apply following this link: <https://www.indeed.com/job/downtown-projects-manager-564cb811a5e4fca5>

The Olympia Downtown Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Downtown Alliance complies with applicable state and local laws governing nondiscrimination in employment.