



Business Connectivity Coordinator Job Description

Department: Community and Stakeholder Engagement

Full Time, Non-Exempt Position

[RANGE] \$36,000 - \$44,000- Annual Salary

Reports to: Community Engagement Director

Job Description:

The mission of the Downtown Phoenix Partnership (DPP), an affiliate of Downtown Phoenix Inc. (DPI), is to continue the revitalization and promotion of Downtown Phoenix by creating meaningful experiences and a pleasant environment for those who visit, live, work, play or learn in our Business Improvement District (BID). In order to best curate the public realm within the BID, the Business Connectivity Coordinator will be a bridge to the four main service areas that DPP provides, including but not limited to: Security and Hospitality, Placemaking and Streetscape Maintenance, Parking and Transportation, and finally, Stakeholder Engagement.

The Business Connectivity Coordinator will focus primarily on in-person interactions and relationship building with the street-level restaurants and retail establishments within the BID as well as serving as the main connectivity link to our Ambassador program. Improving day-to-day connectivity with our local restaurants, professional offices, and retailers within the BID will drive value and more targeted and strategic marketing support to our stakeholders. The Business Connectivity Coordinator will work regular weekday hours with some evening, weekend and holiday hours based on the needs of the department.

Job Duties:

- Communicate often with current and new restaurants/retailers; regularly report on engagement activities
- Identify the most effective ways to communicate with stakeholders to build their understanding of our programs, services and marketing support
- Gain insight of our stakeholders' marketing objectives and business goals; work with DPI Marketing + Events to develop deliverables to help achieve Community Engagement objectives
- Collect accurate records of all downtown restaurants & retailers, including contact information for key staff members, and report to Stakeholder Engagement Manager on regular basis
- Ensure that stakeholders are receiving DTPHX email communications and are aware of opportunities, events and traffic impacts
- Advise the Ambassador team on DPI Community Engagement updates and stakeholder programs
- Attend community-based meetings that are relevant to the organization
- Collaborate with all DPI departments to coordinate organizational efforts on an as-needed basis
- Other job-related tasks and projects key to the overall function of DPI's Community Engagement department

Desired Professional/Personal Characteristics:

- Bachelor's degree preferred
- 2+ years of marketing, sales, retail, hospitality and/or events background is most desirable
- Comfortable using various Microsoft programs, the internet and cellular phone applications
- Ability to devise marketing concepts and materials
- Strong organizational skills and attention to detail; Proven experience managing projects
- Capable of building and maintaining strong interpersonal relationships
- Creative approach to problem-solving and strong analytical skills; mission driven attitude
- Effective speaker at meetings and in front of groups
- Proven record of accountability, timeliness and responsiveness