



AURORA DOWNTOWN

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Job Description

Job Title: Executive Director

About the Job

Aurora Downtown's Board of Directors seeks a dynamic community leader interested in spearheading our work of providing programs and services to the businesses and property owners in SSA One, while also encouraging the region to visit Downtown Aurora through our rich calendar of events and support our business community. The Executive Director will work closely with the Board of Directors to execute our strategic plan, lead our operations, as well as represent the organization throughout the community.

Primary Duties and Responsibilities

- Manage day-to-day operations of the organization.
- Work closely with Executive Committee and Committee Chairs.
- Recruit and manage Board of Directors.
- Prepare for and attend monthly board meetings and committee meetings.
- Act as a liaison between Aurora Downtown and the City of Aurora.
- Provide leadership, direction, and support to staff, volunteers, and interns.
- Serve as a representative for downtown business and property owners.
- Build strong partnerships and collaborations with local government, businesses, community organizations, and other stakeholders to promote the growth and development of the downtown.
- Maintain an accurate database of downtown businesses within SSA One.
- Maintain a database of board records and additional official records and documents.
- Communicate with board members about downtown events and board meetings as well as keep an updated online master calendar.
- Stay apprised of downtown happenings and events as well as developments within SSA One.
- Keep an updated list of board and committee members; collect annual disclosures.
- Create valuable relationships between Aurora Downtown and community groups.
- Create a Manager's report to present to the Aurora Downtown board at monthly meetings.

Marketing and Communications

- Serve as the primary spokesperson for Aurora Downtown and effectively communicate its mission, vision, and programs to the public, media, and other stakeholders.
- Develop and implement marketing and promotional materials and strategies that enhance the visibility and attractiveness of the SSA.
- Effectively promote and grow events within SSA One.
- Maintain Aurora Downtown's website and serve as the administrator of our social media pages.



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Event Management

- Plan and execute community events, including festivals, concerts, and other activities that promote the downtown area and engage the community.
- Work with the City of Aurora on events and provide necessary applications.
- Maintain a database of event metrics.

Financial

- Work with the Board of Directors to establish and manage the organization's budget and financial resources.
- Maintain accurate bookkeeping including Quickbooks, invoicing & billing, and working with Board Treasurer and Accountant on organization financials.
- Identify and pursue new funding opportunities and grants that support the organization's mission and programs.
- Keep an inventory of Aurora Downtown merchandise.

Qualifications

- Bachelor's degree required.
- Proficient in Microsoft Office and Google Suite.
- Demonstrated ability to work well independently as well as with a Board of Directors.
- Previous experience working in a nonprofit, chamber of commerce, visitors bureau, or downtown organization is a plus.
- Ability to work flexible hours (weekends and evening events and meetings)

Salary: \$50,000-\$60,000, commensurate with experience

Benefits include generous PTO, paid holidays, and employer match for IRA.

To Apply

Please submit a cover letter, resume, and contact information for 2-3 references to the Aurora Downtown Hiring Committee at the following email address: info@auroradowntown.org.

Applications will be reviewed on a rolling basis until the position is filled.

For more information on Aurora Downtown, go to <http://www.auroradowntown.org>

Aurora Downtown is an equal-opportunity employer. We prohibit discrimination and harassment based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.