

DOWN AUSTIN TOWN ALLIANCE

Job Title: Stakeholder + Engagement Coordinator

Supervisor: Chief of Staff

FLSA Status: Exempt

Summary

The Stakeholder + Engagement Coordinator is responsible for meeting coordination, calendar management, and preparation of correspondence and reports in a fast-paced environment. Manage communication with stakeholders, scheduling and liaising with board members, committees, and senior staff, project management coordination, data entry, filtering of incoming correspondence, preparing reports, and administrative support to the organization.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. Due to the nature of the work we perform, occasional evening and weekend work may be required to meet deadlines or events.

Duties and Responsibilities:

- Manage all Board logistics including those related to meetings, event invitations, updates, and other important communications.
- Serve as a liaison to the board of directors, committee chairs, and senior management team, organize and coordinate executive outreach and external relations efforts, and oversee special projects.
- Provide administrative duties to support as needed including data entry, filtering of incoming correspondence responding promptly and professionally, or direct correspondence to appropriate team members or departments to ensure service requests and stakeholder concerns are addressed in a timely and effective manner., calendar management, and preparing reports and agendas. • Maintain Board distribution lists and contact information, send out and track annual Conflict of Interest Forms and Disclosure Forms, record minutes, and update Board and Committee information. Responsible for logistics of Annual Meeting of Members, including communication to members in accordance with bylaws, liaising with electronic voting service, and maintaining communication to ensure a voter quorum is met.
- Prepares reports by collecting, analyzing, and summarizing data and trends based on staff, board, committees, and partner engagement.

- Draft and distribute outreach communication in the form of e-mails, promotion materials, invitations, etc.
- Optimize data management practices. Standardize document storage and record keeping.
- Ensure the data within the CRM is clean and up to date. Conducts regular audits and updates to ensure accuracy and organization of board, committee, and member contacts. Organize and build audience/stakeholder contact lists as needed.
- Assist with the submission of required city permits.
- Performs other related duties as required.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to work collaboratively and work independently with a high-level of self-motivation to meet goals and deadlines.
- Proficient with Microsoft Office Suite or related software.
- Experience with CRM's and/or data management.

Education and Experience:

- Bachelor's degree in Business Administration, Project Management, or related field preferred.
- At least three years of administrative experience required.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Compensation & Benefits

Salary range \$50,000 - \$60,000 with bonus plan eligibility after the successful completion of annual goals.

- 401K non-elective contribution of 3% plus additional 2% employer match with employee elected contribution.
- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 11 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend
- Home Internet stipend
- Commuter benefits
- Wellness benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Onsite bike storage
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

To apply please email your resume to careers@downtownaustin.com.