

Minot Downtown Business and Professional Association (DBPA) Exec. Director

Job Description, updated October 15, 2014

- Position Summary
 - Focused on helping downtown Minot thrive, by assisting the various retail and professional businesses that make up the DBPA.
 - Capable leader, strong communicator, experience in project and event management, excellent organizational skills. Creative problem solver, willing and able to work with a variety of personalities and interests within the DBPA.
 - Experience and ability in fundraising, marketing, non-profit management and business recruitment are highly anticipated. Must have energy, charisma and smile!
 - A bachelor's or associates degree in a related field is anticipated, with multiple years of progressive experience in similar efforts or positions.
 - Must be a self-motivated individual, with excellent time management skills, dedicated to Downtown Minot.
 - This position will require a person to be available and capable of handling normal duties during regular business hours with extensive, flexible time commitment to evening and weekend event demands.
 - As we are a growing downtown association, there will be other items/duties yet to be determined that will be assigned as needed. This position reports to the DBPA Executive Committee and the full board.

- Range of Duties:
 - Administrative
 - Manage all administrative aspects of the DBPA, including, but not limited to, meeting minutes, financial bookkeeping, membership details, communication to the board and business, etc.
 - Deliver monthly report to the Board of Directors and bi-monthly report to the full DBPA membership.
 - Develop agendas for all DBPA meetings, including board meetings, executive committee meetings and sub-committee meetings.
 - Execute board decisions in concert with the executive committee - including policy changes, new events, etc.
 - Oversee the regular events (8-12 annually) that are part of the DBPA calendar.
 - Organize budget outlines for annual purposes and individual events. Work closely with DBPA Event Manager in ensuring event success.

- Assist in recruiting, maintaining and managing volunteers to assist with downtown events.
- Directly supervise other DBPA employees.
- Act as liaison between DBPA and key organizations, including, but not limited to, the City of Minot, The Minot Area Chamber of Commerce, Visit Minot, the Minot Area Development Corporation, Minot State University, the Parking Authority and others.
- Be proficient in basic computer and online programs (Microsoft Office Suite, QuickBooks, Facebook, and others)
- Public Relations
 - Advocate and lobby on behalf of DBPA.
 - Present information to service groups, student organizations, business entities, etc.
 - Maintain positive relationships with community leaders and businesses not in the DBPA.
 - Act as DBPA spokesperson to membership, media and the general public.
 - Develop and execute public awareness plans.
 - Provide direction for and execute public relations and marketing budgets.
 - Represent DBPA on various community boards and committees.
- Member Development
 - Help current DBPA members, as appropriate, in reaching their goals.
 - Add to the current DBPA membership.
 - Participate, as appropriate, with business recruitment to Downtown Minot.
 - Maintain consistent, positive communications with DBPA businesses and interests through regular newsletters, updates, surveys, visits, etc.
 - Plan Annual DBPA Membership meeting/event.