



Position Description:

Corporate Entity:	City Center Partnership, LLC (an affiliate of Greater Mankato Growth, Inc.)
Job Title:	City Center Partnership Director

Position Type:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern
	<input checked="" type="checkbox"/> Exempt (salaried)	<input type="checkbox"/> Nonexempt	(Hours _____ / week)	

POSITION SUMMARY

Provide effective and efficient leadership, administrative, financial, and information management of the City Center Partnership, LLC; in order to improve the overall economic vitality of the City Center with the broader Greater Mankato regional marketplace.

Success in this role is dependent on facilitating planning and producing actions with a multitude of professional staff, volunteers, and associated stakeholder entities, typically associated with a community based organization; the ability to formulate and effectively execute innovative strategies, and inspire others to constructively participate toward a common goal; manage information and communicate with internal and external audiences; and position the success of the urban core in concert with the vitality of Greater Mankato.

PRINCIPAL ROLE, FUNCTIONS & TASKS

- 1) Facilitate organizational planning and production needs for activities to support the City Center Partnership mission and work.
 - develop and accomplish annual goals (according to annual work plans and the strategic plan)
 - utilize the expertise of the CCP Board of Governors to develop strategies
 - develop and utilize committees to accomplish goals
- 2) Provide support and administration to the volunteer infrastructure, including the Board of Governors, Executive Committee, other volunteer committees and task forces, in conjunction with broader organizational staff.
 - administrative support for volunteers when necessary (i.e., prepare communication, reports, presentations; research information and compile data, relieve others of administrative detail)
 - schedule appointments, council meetings and events (i.e., prepare and arrange facilities and support materials for Board of Governors and Committees)
 - project coordination (i.e., work with internal and external parties to organize various components needed to initiate, run and complete major projects)
 - volunteer recruitment, mobilization, training and recognition
- 3) Provide information management activities for the City Center Partnership and its key stakeholders and constituents.
 - fulfill information requests and respond to inquiries and correspondence
 - manage communications including mailings, newsletters and website
 - collect and record data to measure progress and to report on accountability
 - develop and deliver annual reports to stakeholders (i.e., City of Mankato, City of N. Mankato, GMG)
- 4) Provide financial management of the LLC
 - develop and manage annual budget
 - secure sponsorships of identified City Center partnership programs and activities (i.e. sponsorship, grants, city funding, etc.)
 - oversee all income and expenditures for the CCP in accordance w/financial policies & practices

5) Serve as the leader, spokesperson and “face” for the City Center Partnership.

The essential functions of the Position identified above are directly related to the areas of research, volunteer management, strategic planning and implementation, public and government relations, and require the employee to exercise discretion and utilize his/her independent judgment with respect to day to day activities and fulfillment of the essential functions.

COMPETENCIES (EDUCATION & TALENT)		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> professional presence graduation from post-secondary institution with degree in business, nonprofit management/administration, communications, or related field or have at least 5 years applicable work experience 	<ul style="list-style-type: none"> specialized training on economic development in urban communities.
Experience	<ul style="list-style-type: none"> business support, retention and development demonstrated ability in relationship development, community development & management experience in product/program collaboration, sales (e.g., securing sponsorships), and securing grants experience in program & event planning and management 	<ul style="list-style-type: none"> 2- 3 years’ experience in a similar position for a city, economic development agency or chamber of commerce. sales experience Nonprofit Management experience event planning experience financial management experience
Knowledge	<ul style="list-style-type: none"> ability to research, compile & manage info knowledge of how to formulate and effectively execute innovative strategies, and assess their results 	<ul style="list-style-type: none"> awareness of key Greater Mankato characteristics, assets and stakeholders knowledge of the business/economic development and community development industry (Chambers, EDC’s, Tourism, Downtown Development) working familiarity with database/Customer Relationship Management (CRM) software
Skills & Ability	<ul style="list-style-type: none"> strong interpersonal skills communication skills - written and verbal: including comfort with and being adept at social media demonstrated experience and expertise in public relations able to handle multiple tasks and priorities simultaneously with accuracy and attention to detail problem solver with the ability to deliver quality work in a deadline-driven, multi-faceted environment flexibility and adaptability to changing work, program and service environment exercise independent judgment and initiative must be self-starter with ability to set and meet goals ability to represent the organization, network and work effectively with multiple stakeholder groups, elected officials, civic 	<ul style="list-style-type: none"> grant writing skills

	<p>bodies, education, business and industry leaders and the public</p> <ul style="list-style-type: none"> • ability to lead cross-functional teams to address business opportunities, including creating business plans, conducting research and leading project plans and teams • must have the ability to be a coalition-builder and work with multiple entities on a single project • must be able to travel • must be able to work weekends/evenings as necessary to support key activities associated with the talent work • ability to maintain confidentiality • proficiency with office technology and software applications 	
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JOB CONTEXT	
Reports To:	GMG, Inc. President and CEO
Internal Team:	Interaction with Staff of Visit Mankato and GMG business units
Established Volunteer Groups:	City Center Partnership Board of Governors City Center Partnership Committees and Task force teams
Interaction:	Greater Mankato Growth, Inc. professional staff and volunteers City of Mankato and City of North Mankato professional staff and elected officials business leaders and representatives, community leaders and volunteers
Financial Responsibilities:	Management of City Center Partnership's annual budget
Conditions of Service:	Employment eligibility in compliance with U.S. Immigration Reform and Control Act. Travel outside of the office (requires a valid driver's license). Work may require attention/attendance outside of normal office hours (including travel both in and out of state, as well as overnights stays)

DISCLAIMER
<p>The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.</p>