



Downtown Partnerships Administrative Manager

40 hrs per week

General Description:

The Administrative Manager will focus on logistics and communication in collaboration with the Director of Downtown Partnerships at the [mpls downtown council](#). They will work on three specific initiatives – Chameleon Consortium, [NūLoop Partners](#), and [East Town Business Partnership](#). Each of these requires a candidate who is self-motivated, organized, detail-oriented, and curious. Understanding of city government, downtown Minneapolis, and economic development is a plus. The position provides ample opportunity for building networks, knowledge, and experience.

Position is hybrid, with a minimum of three days per week onsite, including some evenings and weekends.

Compensation: \$46,000-\$48,000 Salary

To Apply: Send resume and cover letter by March 20 to HR@mplsdowntown.com

Requirements

Communications: A critical part of this position is communicating with partners and members and the general public. This will include, but isn't limited to:

- Social media – all initiatives
 - o Content Creation (including attending events, photographs, and video)
 - o Developing and supporting a strong social media strategy
 - o Marketing
- Website updates
 - o Update and refresh content regularly
 - o Calendar
 - o Membership
- Email
 - o Email marketing for events
 - o Acting as point of contact for general email
- External communications, such as
 - o PowerPoint presentations
 - o Reports
- Board support
 - o Agendas and necessary documents
 - o Answer logistic questions for board members
 - o Calendar invites
- Chameleon shop owner and vendor support
 - o Individual relationships to support and connect owners
 - o Liaison between director and owners/vendors

Logistics: This position will require administrative and technical support for multiple small and large events throughout the year, as well as for Chameleon shops and events. These events include board meetings, membership networking events, business forums, shop openings, pop-ups, and more. This will include, but isn't limited to:

- Finding venues and managing venue partnerships
- Ordering, receiving, and arranging refreshments
- Calendar management
- Tech set-up, including cameras and microphones
- Zoom administration during meetings as necessary
- Database management, including Salesforce
- Online file maintenance
- Manage paperwork for applications, permits, licenses, etc
- Digital file maintenance and organization

Financial: All financial tasks will be with the support and oversight of an accountant or bookkeeper and will focus on communication and record keeping.

- Invoice members and follow up on collecting payment
- Oversee payments, registration fees, etc. at events
- Oversee Square platform for all Chameleon shops
 - o Set up new accounts
 - o Assist accounting with necessary reports and questions
 - o Train new owners, as necessary
 - o Troubleshoot any issues

Other: Other tasks and responsibilities that are not listed here will come up. The successful candidate will independently manage priorities but will also communicate if they are unable to realistically complete responsibilities within an average of 40 hours per week.

The Ideal Candidate Is

- A detail-oriented self-starter
- Interested in and able to develop professional relationships with important partners
- Someone who exhibits sound judgment with the ability to prioritize and make decisions
- Familiar with common technology, comfortable with independently researching and learning new platforms
- Energetic and eager to tackle new projects and ideas
- A team player who cultivates and values productive working relationships
- Resourceful, flexible, can-do attitude
- Thrives in a fast-paced environment

Skillset And Background

- Three to five years' prior experience in supporting a project or team
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Exceptional writing, editing, and proofreading skills
- Excellent organization and time-management skills