



#BEPARTOFIT

Manager of Downtown Topeka & River Strategies

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

Downtown Topeka & River Strategies seek an outgoing, organized, professional to join the Greater Topeka Partnership team!

Major duties include:

- Assist the planning, development and coordination of special projects which enhance the environment of downtown.
- Assist the planning, development and coordination of DTI & River Strategies operations and programs.
- Support, and promote new programs which enhance downtown and river strategy.
- Ensure that all requirements of the BID management contract with the city are fulfilled in a timely and professional manner.
- Provide support to the district maintenance specialist to ensure the achievement of all program goals related to the maintenance and enhancements of downtown.
- Attend merchant meetings.
- Research, monitor, and manage all contracts for DTI & River Strategies.

A strong candidate will possess:

- Three (3) years of experience in business administration required.
- Bachelor's degree in related field preferred, but not required.

- Three (3) years of experience in economic development, and/or real estate development, and public administration preferred.
- Valid Driver's License required for moderate local travel (10%) to various client and business-related locations.
- In-depth knowledge of Topeka's downtown business community required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong computer and word-processing skills.
- Ability to communicate effectively, both orally and in writing, with staff, the business community and business prospects.

The right candidate must be aligned with the Partnership's Core Values, which run through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think **YOU** might be the one, send a short cover letter and resume to Jessica Ohse at jessica.ohse@topekapartnership.com.

