Deputy Director, District Projects & Operations
Job Description

Overview
The Short North Alliance Deputy Director for District Projects and Operations is responsible for directing Short North Alliance services and projects in the public realm and supporting the Executive Director in the administration of Short North Alliance operations.

This position reports to the Executive Director of the Short North Alliance.

Roles & Responsibilities

50% of Time: District Project Management
• Supports the Executive Director in the development and management of Short North Alliance administered parking and transit programs (such as visitor garage validation programs, employee mobility benefits programs, and other visitor and employee parking information services), including program budgeting; program evaluation; program reporting; and program logistics.

• Supports the Executive Director in the planning and management of Short North Alliance-led temporary, permanent, and pop-up public art projects and programs, including site planning; vendor relations; project management; artist relations; design, fabrication, and installation logistics; calls for artists; applications for approval; and community and public art committee meetings.

• Manages budgets, vendors, reporting, and logistics for other District public real improvements projects, such as way-finding kiosks, street furniture, water kiosks, and electrical convenience receptacles or Short North Alliance utility usage for District projects.

• Supports the Executive Director in the recruitment and retention of commercial retail merchants to Short North Arts District through management of District market and commercial property data and other Short North Alliance business recruitment and retention programs.

30% of Time: Clean, Safe, and Beautification Programs Management
• Supports the Executive Director in overseeing the Short North Ambassador Program, a core clean and safe service of the Short North Alliance, including program budget, vendor management, program quality control, day-to-day oversight, performance evaluation, and program data reporting.

• Manages budgets, vendors, and logistics for each of the following: seasonal and holiday décor in the public realm of the Short North Arts District; Short North Arch banner programs and Short North Arch lighting programs; seasonal landscaping installation and maintenance; and safety and outreach services of the Short North Alliance.

20% of Time: Administration
• Supports the Executive Director in activities related to renewal or expansion of Special Improvement Districts, including calculating Special Improvement District property owner assessments; supporting renewal or authorization requirements; managing property owner data; and supporting relations with property owners.
Supports the Executive Director in addressing concerns of business owners, property owners, and community members; attends community and public meetings on behalf of the Executive Director; leads meetings on behalf of the organization; and responds to select media inquiries in the absence of the Executive Director.

Writes, distributes, and analyzes surveys conducted by the Short North Alliance; collects and analyzes data for presentations and reports of the Short North Alliance; conducts research on key issues that may impact the Short North Arts District.

Other duties as assigned.

**Education and Experience**

- A four-year degree from an accredited college or university in Architecture, Arts Administration, Business Administration, City & Regional Planning, Engineering, Landscape Architecture, Non-Profit Management, Urban Design, or related field. Master’s degree preferred.
- At least five years of full-time equivalent work experience in related field.
- Strong work history with experience in budget management; contract management; and project management, program evaluation, and community relations, preferably with arts or cultural organizations, non-profits, special improvement districts, transportation demand management organizations, government agencies, or other community-based organizations.
- Proficiencies in the following: MS Office Suite, Mac OS, Windows OS, Adobe Creative Suite, ArcMap, GIS, G Suite, and data evaluation platforms (such as Survey Monkey).
- Day, evening, weekend, and on-call availability.
- Possesses reliable transportation and a valid Ohio driver’s license.

**Core Competencies**

- Highly motivated, proactive, organized, detail-oriented self-starter, and team player adept at multitasking and working toward deadlines in a fast-paced, collaborative, and always evolving work environment.
- Critical and creative thinker, skilled at anticipating and juggling the needs and demands of multiple complex projects.
- Possesses exceptional interpersonal communication skills and is comfortable communicating and engaging with an extremely broad mix of constituents (including community members; business and property owners; technical professionals; and artists, designers, and creatives).
- Solutions-oriented problem solver, adept at working diplomatically.
- Has a passion for the Short North Arts District community.

**Application Instructions**

Interested applicants should send a resume, cover letter, salary requirements, and list of three (3) references electronically in MS Word or Adobe PDF format to employment@shortnorth.org by Sunday, August 19, 2018 at 11:59 PM with the Subject: Short North Alliance Deputy Director Application - Your Name.

Applicants invited for interviews should be prepared to share information and examples of past work experience. Target start date is Monday, September 24, 2018 or sooner.

No phone calls will be accepted.
About the Short North Alliance

The Short North Alliance (SNA) is a 501(c)3 non-profit organization serving business owners, property owners, and residents of High Street in the Short North Arts District.

Our mission: To nurture the Short North Arts District as a vibrant, creative, and inclusive community and leading arts destination.

Our work: The Short North Alliance supports one of most treasured neighborhoods and visitor destinations in Columbus by leading clean and safe programming, presenting some of the most longstanding Short North Arts District events (Gallery Hop, HighBall Halloween, etc.), managing beautification projects, spearheading public art programs, and overseeing marketing, communications, visitor supporting programs, and community advocacy for the over 400 businesses and 700 property owners who call the Short North Special Improvement District area home.

Learn more about us at www.shortnorth.org.

The Short North Alliance is an equal opportunity employer.