

SHORT NORTH ALLIANCE

ADMINISTRATIVE OFFICE

875 N. High St, 3rd Floor
Columbus, OH 43215

P/ 614.299.8050

SAFETY OFFICE

1181 Mt. Pleasant Ave
Columbus, OH 43215

Short North Alliance | Deputy Director, Projects & Operations Job Description

Overview

The Short North Alliance Deputy Director for Projects and Operations is a key team member 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

30% of Time: District Project Management

- Supports the Executive Director in the ongoing development and management of Short North Alliance administered parking and transit programs (such as visitor garage validation programs, employee mobility benefits programs, the Short North C-Pass program 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 realm improvements projects including streetscape infrastructure, electrical receptacles, utility boxes, and arch maintenance and programming.
- Supports the Executive Director through management of District market and commercial property data and other Short North Alliance business recruitment and retention programs.
- Participates in and helps to coordinate various committee meetings that influence and direct the goals of the organization in relation to District Projects. Such as: Short North Parking Benefit District Meetings and Public Art Project Committees, and other reoccurring and ad hoc meeting groups.

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 lighting programs; landscaping installation and maintenance; and refuse receptacles and other waste or pest management programs.
- Supports the Executive Director with all strategic safety, outreach, and need-based support services such as the Short North Crime Interdiction Program and the Southeast REEACT Team program, including program budgeting, vendor management, program quality control, day-to-day oversight, performance evaluation, and program data reporting.



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30% of Time: Administration and Data Analysis

- Supports the Executive Director in activities related to administration, renewal and/or expansion of Special Improvement Districts, including calculating annual 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.
- Maintains and analyzes key organizational databases to ensure accurate reporting to stakeholders throughout the year, including pedestrian count data, business tenure data, ground floor vacancy tracking, clean and safe programming data, and other unique data-sets available to the organization.
- Participates in various committee meetings that influence and direct the goals of the organization. Such as: Special Improvement District Boards, Short North Alliance Board, and I.D.E.A. Council.
- Coordinates key aspects of data collection, management, and messaging for the Short North Alliance's three annual reports and for board reporting.

10% of Time: Other

- Supports the hire, supervision, and evaluation of the Short North Alliance Projects Coordinator and vendors to support projects operations goals.
- Other duties as assigned.

Desired Education, Experience, and Qualifications

- 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 a 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.



SHORT NORTH ARTS DISTRICT

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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.
- Data-loving analyst who enjoys number crunching, model making, and storytelling with facts and figures.
- 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 **Friday, January 5 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, January 29, 2024.**

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 the High Street, East 5th Avenue, and North Fourth Street commercial corridors and the Short North Arts District.

Our mission: To nurture the Short North Arts District, High Street, East 5th Avenue, and North Fourth Street commercial corridors as vibrant, creative, and inclusive communities and leading arts destinations.

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 4 million annual visitors and the 300 businesses and 700 property owners who call the Short North and Fifth Avenue and Fourth Street Special Improvement District areas home.

Learn more about us at shortnorth.org and fifthandfourth.org.

The Short North Alliance is an equal opportunity employer.

