JOB DESCRIPTION

TITLE:	East Portland Business District Organizer
SALARY:	$17,160-$33,696
BENEFITS:	Paid Holidays/Sick Leave/Vacation and IRA Match
HOURS:	20-36 hours/week Monday-Friday, Occasional Nights/Weekends
SUPERVISOR:	Executive Director

Position Description

Venture Portland's East Portland Business District Organizer must be passionate about Portland and its unique neighborhood business districts; especially those in East Portland. The ideal candidate is a people-person; a natural networker; a customer service pro; data geek; successful multi-tasker and innovative team-player focused on getting the job done. The Organizer must be culturally sensitive, highly motivated, responsible and solutions-oriented with organizing experience. The position requires strong communication and organizational skills, excellent attention to detail, computer fluency, flexibility, creativity, a great sense of humor and commitment to Venture Portland's mission and values. The East Portland Business District Organizer will spend at least 30% of work hours 'on the street' working with business owners in up to three (3) different business districts.

Since 1986, Venture Portland has supported Portland's 50 unique and thriving neighborhood business districts, which together contain 19,200 businesses (98% of which have five or fewer employees) and provide 267,000 jobs. Through grants, training and promotion, Venture Portland invests in the smart, strategic growth of these critical commercial corridors.

The Organizer works with the ED and Venture Portland team to build the capacity of Portland's volunteer-run neighborhood business districts through training, technical assistance and grants. This position is for Year 3 of the Catalytic Investment Initiative, funded by a grant from the City of Portland.

Specific Responsibilities

- **Build East Portland Business District Association Capacity** – strengthen East Portland Business District Associations by increasing membership and member engagement.
    - Grow Business Association Membership 10-20% – implement annual membership campaign; launch new membership benefits including business owner networking opportunities, educational seminars and electronic marketing and promotion efforts.
    - Facilitate District Leader Participation – design relevant and individualized resources for East Portland leaders; increase East Portland attendance and utilization of other Venture Portland interest groups (Presidents, Staffers, Treasurers).
    - Help Facilitate In-District Training – design trainings addressing district-specific issues; increase East Portland utilization of Venture Portland trainings.
    - Provide Technical Assistance – work with ED and Training Manager to provide individualized support to East Portland business district leaders; help design innovative East Portland resources and assistance.

- **Support All-Volunteer Business District Association Board of Directors** – track volunteer hours; recognize volunteer contributions; recruit new volunteers.
- **Implement 2 District-specific Events** – support signature annual event and additional seasonal event; implement revenue generating components; track and analyze event results.
- **Represent East Portland Business District Associations** – build relationships with neighborhood businesses and community groups; advocate for business association support; promote business district membership, events, activities and successes.
- **Manage Data** – ensure effective data tracking to analyze impact of outreach, events and volunteer recruitment efforts (qualitative and quantitative); analyze program results, utilize data analysis of training and technical assistance trends to create materials and future programs; increase program utilization by diverse constituents.
- **Explore Business Districts** – spend at least 30% of work time 'on the street' to understand unique needs of neighborhood businesses and design appropriate resources and events.
- **Attend Business District Board, Committee and Membership Meetings** – present progress on outreach, membership, events and activities; support volunteer Board's efforts.
- **Assist Executive Director** with all other duties as requested.

Qualifications

- Passion for Portland's neighborhood businesses and business districts and commitment to Venture Portland's mission and values
- Proven ability to set priorities and work efficiently and effectively in a sometimes chaotic and deadline-driven environment
- Consummate professional with excellent attention to detail
- Ability to problem-solve with spirit of innovation; strong interest in coming to work and creating your job on a daily basis
- Proven experience as a community organizer; demonstrated ability to inspire others to action
- Excellent communication skills including public speaking, material production/writing, editing and proofreading; comfort working one-on-one and in small groups; second language proficiency a plus
- Excellent organizational and interpersonal skills including ability to work independently, as a team player and with diverse constituents; proven customer service expertise
- Proven computer skills including in-depth knowledge of Excel and Microsoft Office; experience working with relational databases, WordPress, Emma, PowerPoint and design software a plus
- Commitment to serving, supporting and growing membership
- Flexible schedule to work occasional early mornings, nights and weekends
- At least 2 years organizing and/or volunteer management experience
- Bachelor's degree or equivalent experience

Venture Portland is an Equal Opportunity Employer. East Portland residents, people of color and people with foreign language competency are encouraged to apply.

To Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume and the names and contact information for three references to jobs@ventureportland.org with "East Portland Business District Organizer" in the subject line no later than Wednesday, 7/12/17 at 5:00pm.