



## Downtown Brooklyn Partnership EVENTS + DEVELOPMENT MANAGER

### Organization Background

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

### Purpose

DBP is seeking a full-time Events + Development Manager to provide events, marketing, and fundraising support for the Downtown Brooklyn Partnership. With a high-level of interaction with community partners and stakeholders, the candidate will foster connections with the neighborhood and curate and promote DBP programming, events, and initiatives.

The ideal candidate will be energetic, adept at multitasking, and passionate about great public programming. They should be experienced working in a related role and genuinely enjoy events management. The position will be part of the Marketing team, and report to the Partnership’s Managing Director of Marketing + Partnerships.

### Responsibilities

- Planning and management of the Partnership’s events series, including Downtown Brooklyn Presents and Cultural District initiatives, that further the Downtown Brooklyn brand;
- Identifying and proactively seeking opportunities to partner with a wide range of stakeholders to further promote Downtown Brooklyn assets, including but not limited to fundraising opportunities and sponsorships;
- Direct, improve, and expand upon DBP’s promotional and marketing materials, including management of content for website, bi-weekly e-newsletter, social media, Downtown Brooklyn Deals, sponsorship decks, and branded collateral;
- Curate and execute events and other activities that support strategic goals and introduce current and potential donors/sponsors to issues and players in Downtown Brooklyn;
- Develop and pitch sponsorship and branding opportunities;
- Manage logistics for programming, including run-of-shows, event staff schedules, and all necessary documentation of programs, including necessary permits;
- Serve as the primary point of contact for event vendors and participants. Update the system used to track participants, sponsors, evaluate programs and identify needs;
- Maintain inventory control and maintenance of all programming equipment. Order materials

related to programming and manage vendors as needed in design, printing, and events production;

- Oversee communications, media outreach, and marketing campaigns as needed with PR consultant;
- Work directly with Operations staff to successfully facilitate programs;
- Assist with other events, community outreach, programs, and activities as needed.

### Qualifications

Qualified candidates will have the following skills and qualifications:

- At least 3-5 years of experience in events planning, marketing, fundraising/development, or related field preferred, preferably with exposure to public-private-partnerships and sponsorship development;
- Experience supervising and training staff (intern or volunteer level is acceptable);
- Bachelor's Degree or equivalent;
- Basic design skills and creative direction required;
- Neighborhood-based branding and marketing experience highly preferred;
- Website and CMS experience preferred;
- Microsoft Office, Adobe Acrobat, Photoshop, Illustrator, and video editing software experience a plus;
- Outgoing and friendly with excellent verbal and written communications skills and great customer service skills;
- Entrepreneurial and creative, with a strong team spirit;
- Ability to work outdoors in all weather conditions and work a flexible schedule to meet program needs, including regular evenings, early mornings, and weekends.

Salary commensurate with experience and education.

Interested candidates should send an email cover letter, resume, and salary requirements to: [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com), with the subject line "Events + Development Manager."