



SOUTH PARK

THE PLACE TO BE

**Partnership and Programs Manager
South Park Business Improvement District
Updated January 16, 2023**

Background

The South Park Business Improvement District (SPBID) is a non-profit organization established by property owners to provide maintenance, safety, and economic development services, to the 52- block neighborhood in downtown Los Angeles. This diverse and vibrant neighborhood welcomes visitors with institutions like LA LIVE, the Crypto.com Arena, and the Los Angeles Convention Center; it is home to more than fifteen thousand residents and two hundred businesses; and it's an entertainment capital for the region with world renowned venues, museums, and historical architecture. Since 2005, the South Park BID has provided services and programming to help facilitate the unprecedented increase in people and businesses. That growth is expected to continue well into the future: there are currently 49 proposed development projects, making the success of the BID more critical than ever.

Summary

The South Park Stakeholders Group is looking for a Partnership and Programs Manager to join our dynamic team in the heart of Downtown Los Angeles. This is an excellent opportunity to be a part of the renaissance occurring in this growing area of LA where you will play an integral role in making an impact for residents, businesses, and visitors of South Park.

We are looking for a creative, resourceful, detail-oriented, and proactive team player, who possesses strong organizational and project management skills to assist and enhance the South Park Business Improvement District. The candidate must be able to continuously assess and evaluate conditions, imagine and conceptualize possibilities, and execute, operationalize, and evaluate initiatives as a member of a team and when called upon to have sole responsibility for outcomes.

Responsibilities

This position is responsible for developing and managing programs designed to engage residents, support businesses, and inspire visitors. The ideal candidate will be able to take multifaceted, creative, and entrepreneurial approaches to achieving objectives that enhance public spaces, increase economic vitality, and improve the overall vibrancy of South Park. This position reports to the Executive Director and collaborates closely with the Marketing and Events Manager to elevate South Park's placemaking and economic development initiatives.

The proposed functions for this position include, but are not limited to:

- Develop and manage workflows and logistics for execution of Economic Development and Placemaking programs and projects.

South Park Business Improvement District
1150-B S Hope St, Los Angeles, CA 90015
www.southpark.la



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- Develop and maintain relationships with key stakeholders to support economic development and placemaking programs and projects;
- Manage Contact Relationship Management (CRM) system, including but not limited to maintaining and updating economic development email and event attendee lists;
- Develop and execute robust residential engagement programs;
- Develop and execute a retail attraction program;
- Track DTLA real estate and economic development news;
- Create and track program budgets;
- Create and track metrics for programs and activations, creating recap deck to present to Board or Board Committees;
- In partnership with Marketing and Events Manager, identify, activate, and promote activations, installations, events, or pop ups throughout South Park;

Position Requirements:

- Bachelor's degree in Liberal Arts, Urban Planning, Business Administration, or similar fields preferred.
- 3 to 5 years' experience in commercial real estate, urban planning, place management, municipal government, economic development or related field preferred.
- Previous experience with Business Improvement Districts or similar organizations a plus.
- Knowledge of DTLA business and real estate market, or experience living or working in DTLA a plus.
- Able to work a flexible schedule (before and after normal business hours and on weekends as needed).

Knowledge, Skills & Abilities:

- Excellent English verbal and written communication
- Excellent internal and external interpersonal skills
- Ability to work with and foster collaborative partnerships in the public and private sectors
- Contract management experience
- Project management experience
- Strong administrative, organizational, planning, and follow-up skills
- Knowledge of and experience with relevant software applications – spreadsheets, word processing, databases; above average ability to utilize MS Office Suite programs
- Professional personal appearance
- Reliable, with a strong attention to detail
- Ability to maintain confidentiality
- Friendly, composed, confident, creative
- Supportive office team member



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- Ability to meet deadlines in a fast-paced environment
- Ability to handle multiple tasks concurrently
- Strong analytical skills;
- Self-motivating and proactive in project design and management;
- Professional curiosity and genuine interest in the work of peers working in the place management profession and adjacent industries;

Hours

The Partnership and Programs Manager position will be a full-time, at-will, salary position. The Marketing and Events Manager is expected to work a minimum of 40 hours/week at the South Park BID offices, located at 1150 S. Hope St., Los Angeles, CA 90015. Remote work is offered at the discretion of the Executive Director.

Salary: Starting Salary is \$75,000 – \$80,000 and will be based on experience.