

Are you looking to join a team that is making a difference in the future of San Jose? We are looking for a skilled professional who wants to help us shape the center city of Silicon Valley. The San Jose Downtown Association is a non-profit organization that has worked closely with private and public sector partners since 1986 to improve downtown San Jose. Please look at our website sjdowntown.com *before* applying, to better understand our mission, programs and services. Details on the position are below:

POSITION TITLE: Street Life Manager, San Jose Downtown Association

POSITION DESCRIPTION: The Property-Based Improvement District (PBID) is a special assessment district that conveys certain benefits to the properties located within its boundaries. Established in 2007 and managed by the San Jose Downtown Association, the PBID provides funding for downtown services, including beautification projects. The PBID commissioned the Downtown Street Life Plan to create a vision and road map for place-making and public realm improvements based on stakeholder input and long-term needs assessment. The position will often be the point-person to guide projects and initiatives through their full life cycle. The candidate should be experienced with project, program and partner management.

The Street Life Manager is a full-time, exempt position responsible for managing the implementation of DSLP, Comprehensive Lighting Plan and beautification projects within the PBID. The Street Life Manager reports directly to the Deputy Director.

GENERAL RESPONSIBILITIES AND DUTIES:

- Prioritize, coordinate and implement street life and beautification projects within the PBID, as well as lead/assist with street life related design and policy advocacy efforts.
- Negotiate, plan and implement vendor contracts for street life and beautification projects.
- Develop, manage and monitor street life and beautification (greening, planters, trees, lighting) budgets including leading fundraising efforts to leverage partner funds.
- Identify and develop community partners interested in street life and beautification project collaboration and investment.
- Coordinate with PBID Board of Directors and various City of San Jose departments in implementing street life and beautification projects, including leading efforts to leverage funding and draft memos.
- Primary liaison to City of San Jose personnel and private property owners on street life projects.
- Lead San Jose Downtown Foundation Board of Trustees and implementation, fundraising, and installation of Downtown Doors Program and event. Oversee potential programmatic growth of the San Jose Downtown Foundation.
- Keeps up to date on trends and opportunities in placemaking and public space activation.
- Assist in other PBID projects and activities as needed.

QUALIFICATIONS:

- BA/BS degree and a minimum of two years professional experience in project management, implementation administration, planning or design - or - minimum of 5 years of experience in project management, implementation administration, planning or design.
- Ideal candidate will have a background/experience in planning, landscape architecture, urban design, public art and activation, and/or environmental design.
- Knowledge or principles and practices of community design and development are desirable. Specific knowledge and past experience with City of San Jose a plus.
- Strong interpersonal communications skills required.
- Proficient bilingual skills (Spanish or Vietnamese) preferred.
- Computer proficient and strong graphic communication skills with emphasis on Adobe Creative Suite, Photoshop and InDesign. Google Suite knowledge is highly preferred.
- Interest or experience with GIS is a plus.

SALARY: Salary range is \$80,000-90,000 and is commensurate with experience; competitive benefit package.

DEADLINE: Friday, November 17, by 5 p.m.

TO APPLY: Please submit a **cover letter and resume** to San Jose Downtown Association, Human Resources hr@sjdowntown.com