

DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Job Title: Membership & Events Director
Reports To: Executive Director
Hours: Full-time with some evening and weekend work required
Salary: Commensurate with experience \$40,000-\$42,000
Benefits: Health insurance stipend, simple retirement, parking, earned personal time off
Function: This position will be accountable for membership recruitment and retention and will be responsible for the planning and execution of both membership and community events. This position will manage the benefits of membership, coordinate all membership activities, and assist with development of ratepayers and donors where appropriate.

Duties and Responsibilities:

- Direct membership recruitment and retention and coordinate all membership events and programs
 - Set and achieve annual membership goals
 - Develop and distribute membership materials
 - Cultivate relationships with prospective members and enhance relationships with current members
 - Plan, execute, communicate and grow MDA monthly socials
 - Plan and produce MDA Membership Special Events, including Annual Awards Banquet, Barbecue and Christmas Party
 - Communicate, implement and oversee all MDA membership benefits, including Downtown Gift Card Program
 - Provide support for annual membership renewal, oversee collections and communications
 - Oversee Member Data Management
- Oversee development, planning and implementation of the MDA community events
 - Out to Lunch Summer Series (June-August)
 - River City Roots Festival (August)
 - Parade of Lights (December)
- Organizational communication management
 - Oversee all membership communications, including written and electronic communications and publications
 - Create and distribute press releases
- Assist with event(s) promotions and marketing
- Represent the Partnership at community events and meetings as needed
- Assist with covering frontline services as needed
- Other duties as needed

Required Qualifications (knowledge, skills & abilities):

- Bachelor's degree in business, marketing, communications or related field is required
- Demonstrate ability to coordinate and manage events
- Demonstrate excellent oral and written communication skills

- Demonstrate professionalism and ability to interact with people
- Proven time management and organizational skills
- Excellent interpersonal and communication skills
- Ability to take initiative, work autonomously, and start and finish specified projects
- Mature level of responsibility and dependability
- Desire to serve others and the community as a whole
- Experience with Microsoft Office programs, Adobe InDesign, and website management programs preferred

Application review will begin July 5, 2022. The position will remain open until filled.

Please send resume, cover letter, writing sample and three references to Linda McCarthy at linda@missouladowntown.com.