

VILLAGE ALLIANCE

BUSINESS PARTNERSHIPS + COMMUNITY MANAGER

The Village Alliance is seeking a talented Business Partnerships + Community Manager to join our close-knit team. Unleash your entrepreneurial spirit and develop high-impact programs and events that support small businesses in Greenwich Village. We value resourcefulness and creative thinking, you will test ideas to maximize results with limited resources. You will work closely with esteemed institutions and employers, such as the Cooper Union, The Public Theatre, GrowNYC, NYU, Meta, and IBM. This is an amazing opportunity to be creative, pitch ideas, and see them come to life.

Duties and Responsibilities

- Own programming and events for the Village Alliance. Develop an annual event budget and actively seek collaborative partnerships and support;
- Oversee commercial activations in public plazas;
- Lead the Village Access, light pole banner, and sponsorship programs;
- Develop and manage internal and external communications: drafting organizational newsletters, reports, pitch decks, and presentations;
- Direct the Village Alliance's website and social media accounts;
- Identify, recruit, and cultivate external partners through sponsorship, special projects, and advocacy engagements;
- Manage production and distribution of print and digital collateral for events and visitors;
- Refine + develop the Village Alliance's public art program and develop program to recruit a rotating selection of world-class artwork for our public spaces;
- Establish and monitor Key Performance Indicators (KPIs) for events and programs, while ensuring inventory control and maintenance of programming equipment. Manage vendors for design, printing, and events production as required;
- Maintain CRM and business tracking systems;
- Recruit and manage production interns and event consultants/teams as needed;
- Provide support for other activities, community outreach, programs, and office administration as necessary.

Qualifications

- Minimum of 3-5 years of practical experience in experiential marketing, programming, or event management, with knowledge of industry best practices and trends.
- Experience in planning and executing events from start to finish.
- Strong ability to think creatively and solve problems, even in challenging situations.
- Organizational skills demonstrated by managing multiple tasks simultaneously.
- Excellent verbal and written communication skills, with a focus on providing customer service and engaging with stakeholders at all levels.
- Basic design skills and creative direction to integrate visual elements into events using an understanding of aesthetics and branding principles.
- Ability to work well in a team and independently, taking ownership of assigned responsibilities.

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- Adaptability and resilience to handle a variety of tasks, both significant and minor, as required in a small organization.
- Comfortable working in different environments, including outdoor settings in all weather conditions, with a flexible schedule to accommodate program needs, which may include evenings, early mornings, and weekends.

Salary

The Business Partnerships + Community Manager has a salary range of \$65-\$80K commensurate with applicable skills and demonstrated experience. The Village Alliance offers competitive benefits, including cell phone reimbursement, generous holiday schedule, and healthcare, dental, and vision.

To Apply

Applicants should submit a single PDF document to the attention of Scott Hobbs, Executive Director at careers [at] greenwichvillage.nyc with “Business Partnerships + Community Manager” in the subject line that includes the following:

- Resume/CV: A comprehensive summary of your professional experience, education, skills, and relevant certifications.
- Cover Letter: A tailored letter highlighting your qualifications, accomplishments, and interest in the position. It should demonstrate how your skills align with the job requirements and why you are a strong fit for the organization.
- Portfolio (if applicable): If you have relevant work samples or a portfolio showcasing your past programming, event management, or design projects, include them to demonstrate your capabilities and creativity.

Closing date for applications is June 15, 2024 but applicants are encouraged to submit early for consideration. No phone calls.