

# VILLAGE ALLIANCE

## BUSINESS PARTNERSHIPS + COMMUNITY MANAGER

The Village Alliance is looking for a proactive and entrepreneurial Business Partnerships + Community Manager to join our team. This role is ideal for someone with a background in hospitality who is ready to apply their customer service, event planning, community engagement, and design skills in a dynamic setting. We value resourcefulness and creative thinking, aiming to develop impactful programs and events that support small businesses in Greenwich Village.

### Duties and Responsibilities

- Plan and execute programming and events, developing event budgets and seeking collaborative partnerships and support.
- Innovate ways to make events revenue-neutral or profit-generating through ticket sales, sponsorships, and other creative methods.
- Oversee commercial activations in public plazas and manage the Village Access, light pole banner, and sponsorship programs.
- Draft internal and external communications, including newsletters, reports, pitch decks, and presentations.
- Manage the Village Alliance's website and social media accounts.
- Identify and cultivate external partners through sponsorship, special projects, and advocacy engagements.
- Oversee the production and distribution of print and digital collateral for events and visitors.
- Develop the public art program and recruit world-class artwork for public spaces.
- Utilize a strong design eye to curate visual elements for events and activations and collaborate with designers to ensure cohesive branding and aesthetics.
- Establish and monitor Key Performance Indicators for events and programs, ensuring inventory control and maintenance of programming equipment.
- Manage vendors for design, printing, and event production as required.
- Recruit and manage production interns and event consultants/teams.
- Provide general support for community outreach, programs, and office administration.

### Qualifications

- 2-3 years in hospitality, event coordination, or a related field.
- Proven ability to plan and execute events from start to finish.
- Demonstrated experience in creating revenue-generating initiatives or events.
- Strong ability to think creatively and solve problems in challenging situations.
- Ability to manage multiple tasks and priorities effectively.
- Excellent verbal and written communication skills with a focus on customer service and stakeholder engagement.
- Strong design eye and ability to curate visual elements, with experience in collaborating with designers to ensure cohesive branding and aesthetics.
- Ability to work well in a team and independently.

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- Resilience to handle a variety of tasks in different environments, including outdoor settings and flexible schedules.

## Salary

The Business Partnerships + Community Manager has a salary range of \$70-\$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](mailto:careers@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.