

Position: **Business Development Manager**

Functions: This position reports to the Public Affairs & Communications Director and is part of the team responsible for ensuring downtown Sacramento is a desirable, vibrant area for investors, office and retail tenants, and residents. To do this, the Downtown Business Recruitment Manager will coordinate and lead economic development and advocacy efforts, cultivate relationships with public and private partners and manage research and data programs.

Specific duties include, but are not limited to:

Retail Retention & Recruitment

- Develop and maintain contacts with existing tenants.
- Develop and implement existing tenant support programs, including best practices, business walks, workshops, etc.
- Support and educate tenants on available incentive programs and necessary permitting.
- Work with existing retail businesses to improve their impact on the surrounding area, particularly in the realm of merchandising and façade improvements.
- Actively seek and recruit businesses, including creating and maintaining an ongoing retail prospects listing.
- Interface between prospective retailers and landlords (or their representatives) to match new businesses with appropriate spaces in downtown and maintain property database with space available data that can be offered upon request.
- Working with Communications Dept., develop and maintain marketing materials geared at supporting existing tenants and recruiting prospective tenants.

Stakeholder Services

- Establish and maintain relationships with property owners and managers, local brokers and businesses in the district, assisting with issues (as needed).
- Monitor progress of real estate development projects, supporting office tenant recruitment programs and residential development efforts.
- Manage responses to outside requests for data relating to development, demographics, and economic trends including, but not limited to, development reports, maps and tenant mix.
- Work with Communications team to develop and disseminate collateral, informative material and bulletins, as needed.

Business Advocacy

- Assist with downtown specific planning efforts and opportunities.
- Monitor incentives, trends and other initiatives (local, state and federal) that will serve to draw new businesses to downtown and preserve existing businesses.
- Review proposed legislation, research potential legislation or policy changes as related to private development, commercial office tenant recruitment, transportation issues and/or that will improve the quality and quantity of downtown employers and residents.
- Track and report progress on recurrent issues, opportunity sites and outreach efforts to staff, stakeholders and board of directors.
- Support development of State of Downtown and Annual Report materials.

REQUIREMENTS

- Passion for downtown Sacramento.
- Experience in working with government, member services, economic development, and/or real estate development.
- Organized and detail oriented with excellent communications, public speaking and interpersonal skills including the ability to build relationships and support among various stakeholders.
- Experience with coalition-building, including the ability to motivate, negotiate, and persuade stakeholders into a course of action.
- Entrepreneurial attitude and ability to think outside the box in a fast-paced environment and adept at handling many assignments simultaneously.
- Experience with staff management.
- Understanding of Microsoft Office Suite, CRM and database management programs and CoStar (preferred).
- Must be willing to travel and have access to reliable transportation.
- Minimum 5 years of experience related to retail, sales, advertising, marketing, real estate or related disciplines.
- Bachelor's and/or Master's Degree in Business, Communications, Political Science, or related discipline.

COMPENSATION

- Competitive salary, commensurate with experience.
- Bonus eligibility.
- Generous paid time off.
- Excellent benefits including health, dental, life and identity theft insurance.
- 401k retirement plan with employer matching.
- Parking, gym access and more.

To apply, submit cover letter and résumé to humanresource@downtownsac.org with email subject: **BUSINESS DEVELOPMENT** by 5 p.m. on Friday, March 27, 2020.