



## Associate Director Position: Job Description

### MISSION

The Newport City Renaissance Corporation dba Newport Downtown Development (NDD) is a 501(c)3 non-profit community organization working to revitalize, preserve and promote historic downtown Newport as a strong and resilient economic hub, a livable and walkable community, and a vibrant social, recreational and cultural center for residents and visitors to enjoy.

NDD's work is organized and carried out through volunteer committees, task forces and collaboratives.

#### **Standing Committees include:**

- Design and Community Welcome
- Destination Development, Promotion and Stewardship
- Economic Development (currently organized through two task forces):
  - Economic Development Task Force
  - Housing Task Force
- Communications and Marketing

#### **Task Forces include:**

- Bike Friendly Communities initiative
- Urban Treescape Design

#### **Collaborations initiated in partnership with NDD:**

- CanUSA Arts 360 Collaborative (a micro-regional, international arts collaboration)
- Binational Tourism Working Group
- Newport Outdoor Recreation Collaborative

**The Associate Director is responsible to the Executive Director and will have an emphasis in three primary areas with the understanding that they may be asked to take responsibility for tasks in any part of the organization where the Executive Director needs support. The primary areas of responsibility are:**

#### **Economic Development (½ time):**

- Support organizational initiatives that are designed to create opportunities for small business entrepreneurs in Newport's Designated Downtown
- Support long-term economic development strategies as requested by Executive Director
- Develop relationships of confidence with businesses in the downtown area and support their projects and initiatives as appropriate
- Develop the "Ambassadors" project and other initiatives designed to welcome visitors to Downtown Newport
- Support Downtown events developed by the volunteers of the Destination Development, Promotion and Stewardship Committee
- Support placemaking initiatives developed by the Design and Community Welcome Committee
- Support social media efforts to promote businesses and opportunities in downtown Newport

**Newport Outdoor Recreation Collaborative (¼ time):**

- Build and strengthen the collaborative, focusing on new opportunities to grow participation in the collaborative and amplify its vision and scope
- Assure projects related to the VOREC grant are completed in a timely matter and that reporting functions for the grant are managed effectively

**General Operations in support of the Executive Director (¼ time):**

- Meet weekly with the Director to determine highest priority projects
- Support emerging collaboratives and initiatives as requested by the Director. These initiatives will include efforts like Bike Friendly Communities, CanUSA 360 Arts Collaborative, Urban Treescape, etc.

**Note:** Newport Downtown Development is in a time of high growth. The organization is nimble and responsive to new opportunities and community dynamics. The Associate Director should be prepared for changes in job responsibilities in order to support the organization’s ability to remain relevant and cutting edge in our effort to revitalize Downtown Newport and, by extension, the surrounding region.

**Requirements:**

- BA degree in a related field of study
- High ethical standards
- Ability to manage a fast-paced work environment and to flex to meet emerging needs
- Demonstrated ability to coordinate volunteers effectively
- High attention to detail (especially government reporting) and ability to work independently to follow through on tasks
- Well-developed time management skills
- Strong relational abilities
- Strong writing skills

**Wage:**

Wage Commensurate with qualifications and experience. (range: \$40,000 to \$50,000 plus health care benefits and a modest employer match savings plan)

**Location and Work Schedule:**

This is a salaried, full-time position that assumes forty hours per week. The Associate Director will work with the Executive Director to manage compensatory time off in return for particularly heavy program times. This job requires a flexible work schedule that includes evenings and weekends.

The Associate Director will work some hours in the NDD office (194 Main Street Suite 213) in order to coordinate effectively with the Executive Director, but can expect to work outside the office the majority of the time. This job requires residency in or near Newport VT.

**Benefits: (To be discussed in detail with the board and adjusted as necessary)**

- 3 weeks paid vacation per year, accrued at a rate of 1 week every four months (note, vacation must be coordinated to avoid high program times and being away at the same time as the Executive Director)
- Paid Federal Holidays or compensatory time off
- Financial support for employee directed health insurance
- Up to 3 percent match of employee savings in appropriate IRA (vested at 1 year)

The Newport City Renaissance Corporation d/b/a Newport Downtown Development is an Equal Opportunity Employer