



Downtown Tacoma Retail Advocate

The Downtown Tacoma Business Improvement Area [BIA] is the only place management organization working exclusively to make Downtown Tacoma an amazing place for all users. For the first 30 years, we have focused mostly on baseline services like safety and cleaning, but are beginning to expand our role based on the vision of a vibrant downtown core that supports the health of the whole city.

As the organization that gets things done downtown, the BIA continues to change with the needs of downtown. The BIA continues to lead downtown with impactful initiatives around clean and safe efforts, public space activation, downtown advocacy, transportation, and now retail recruitment and retention.

The Downtown Tacoma Business Improvement Area is seeking to grow our team with a full-time permanent position to improve the downtown retail environment. The BIA's Retail Advocate must be enthusiastic about Downtown Tacoma by supporting retail with a keen interest in style, fashion, shopping, design, and food.

The Retail Advocate will work in coordination with the Executive Director and consulting firm Downtown Works to implement a retail strategy by seeking out and recruiting store, food and beverage, and personal services operators within Downtown Tacoma. The Retail Advocate will build relationships with prospective retailers, existing operators, and landlords or their representatives.

Candidate Necessities

- Excellent interpersonal skills, including the ability to build relationships with stakeholders; build coalitions; and motivate, negotiate, and persuade stakeholders into a course of action.
- Time management and prioritization skills with the ability to prioritize multiple projects and meet multiple deadlines.
- Self-starter, highly motivated and ability to work both independently and as part of a team.
- Tenacious, positive, outgoing, decisive, creative, and an innovative problem-solver who loves Downtown Tacoma.

Essential Duties

- Prospect for and build relationships with successful independent operators from throughout the region by sharing the vision for Downtown Tacoma retail. Work with prospective retailers from initial contact through to store opening.
- Build rapport with property owners and their representatives in order to serve as point-of-contact between them and prospective tenants.
- Develop a database of properties and businesses within downtown and prospective tenants.
- May contribute to seeking out developers with a track record of creating quality, successful projects in an urban setting.
- Contribute to the development of marketing material.



- Explore ways to support existing operators on areas such as merchandising, window display, marketing, and connecting to existing community resources.

License/Certifications/Special Requirements

- Driver's license and auto insurance required.
- Bachelor's degree preferred.
- Proficiency with MS Office Suite and database management preferred.
- Experience or strong demonstrated interest in one or more of the following disciplines is helpful though not required: retail, restaurant, sales, marketing, public relations, design, or related.
- The Retail Advocate will be trained by consulting firm Downtown Works on prospecting, leasing vocabulary, economic terminology, and developer and landlord relations.

Compensation

\$63,000-\$69,000/yr, 40 hours per week

Benefits

This position includes an array of benefits including an ORCA transit pass, retirement contribution, dental insurance, health insurance, paid time off, paid holidays, short-term disability, AD&D and eligibility for the Live Downtown Program. Employees have access to voluntary supplemental insurance plans.

Conditions of Work

While the typical work day should be anticipated as 8AM-5PM, Monday through Friday, due to occasional early morning or late evening commitments some flexibility is necessary. Generally office or professional environment with frequent travel throughout region 50% of the time.

This position is full-time exempt.

This job posting is not an employment agreement of contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.

It is the policy of the Downtown Tacoma Business Improvement Area that employment decisions are based on merit, qualifications, and competence. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race; religion; color; national origin; age; sex; genetic information; the presence of a sensory, physical, or mental disability; marital status; military status; sexual orientation; gender identity; actual or perceived victims of domestic violence, sexual assault, or stalking; or on any other basis protected by federal, state, or local law. This policy governs all aspects of employment, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.



The Downtown Tacoma Business Improvement Area encourages people from diverse backgrounds to apply.

To Apply

Please email the following pieces of materials to Kathi Serna, Executive Assistant at HR@tacomachamber.org by March 14, 2019. Position will be open until filled.

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three professional references
- Writing sample