



Economic Development Project Coordinator Downtown San Diego Partnership

Our DSDP offices are looking for an Economic Development Project Coordinator for a downtown non-profit. This is a support position to the Senior Vice President of Economic Development and Public Policy. If you want to get involved at the ground level of a fast-paced, dynamic company, this job might be for you. Successful candidate will thrive in a fast-paced and challenging environment, and be experienced in handling a wide range of tasks. The person in this role must be exceedingly well-organized and be able to interact with both internal contacts and external partners at all levels. Must work well under pressure and meet deadlines, remaining flexible, proactive, resourceful and efficient. This individual must operate with a high degree of discretion and integrity given the nature of work and access to sensitive information.

Additional responsibilities will include project management of the following items:

Circulator System -- Develop a comprehensive plan for augmented Circulator System services for commercial properties

Demographic Study -- Assist with the development of an annual demographic study to track and evaluate Downtown's economic growth and assist with business attraction and the marketing of Downtown.

Top 50 Program -- Establish a program geared towards the top 50 employers to develop a talent attraction strategy.

Red Carpet Retention Strategy -- Coordinate a tenant outreach and retention program targeting businesses three years prior to lease expirations

Innovation Economy -- Develop a multi-faceted program to foster the innovation economy in downtown, including:

- Development of a life science business attraction strategy
- Create innovation "hot map" of downtown
- Continue to foster the Downtown tech ecosystem
- Develop a Smart City Strategy

Technology -- Actively engage with technology companies in order to increase their footprint in downtown, including:

- Compile Quarterly Tech Digest
- Maintain list of Downtown Startups

Committee Support -- Provide support and coordination for the Commercial Enhancement Committee and Progress Downtown Committee as needed:

- Invite members to join committees
- Schedule and Staff Committees
- Prepare agendas, send reminders

Additional Duties include but are not limited to:

- Coordinate investor bus tour
- Coordinate Downtown tech office tours
- Pursue in-lieu program for parking ratio compliance
- Manage and implement all aspects of downtown jobs task force
- Creation of Real Estate and Tech Newsletter
- Partnerships with local magazines to encourage economic development

Please send the following items to be considered for this position:

- A cover letter describing why you are the perfect person for this position with specific examples
- A current resume with your Salary requirements (at the bottom of your cover letter is fine)

We are an equal opportunity employer.



Media Coordinator

The Downtown San Diego Partnership (DSDP) is a nonprofit organization looking for a media coordinator to assist in a fast paced, high-performing office. Must be a team player and have a positive, professional and upbeat personality with a can-do attitude. Must have the ability to multi-task and take initiative. Weekend and evening hours are required.

The following tasks are required of interested and qualified candidates for the Media Coordinator position:

- Assist in the execution of marketing and branding for Downtown San Diego. Responsibilities include: integrate brand and marketing themes across all platforms, including public relations, earned media, branding, events and social media.
- Under the direction of the Senior Vice President of Communications, the Media Coordinator will be responsible for metrics-based tracking of monthly earned media and social media activity.
- Assist with the development of PowerPoint presentations for Executive and Board of Directors meeting.
- Responsible for overseeing the weekly development of the DSDP's member newsletter and email distribution, including content writing, editing and identifying relevant media for the News Section.
- Assist with writing communication materials including press releases, media advisories, talking points, op-eds, presentations and speeches.
- Assist with targeted media pitches and media outreach.
- Responsible for website maintenance and updates using WordPress.
- Responsible for compiling and distributing relevant media articles for the Partnership staff.

- Responsible for maintaining comprehensive media distribution list.

Education, Experience and Qualifications:

- Bachelor's Degree with minimum of two years of experience.
- Ideal candidate for the Media Coordinator position will be proficient in Microsoft Word and PowerPoint, WordPress, Constant Contact and Adobe PowerPoint, Indesign and Photoshop.
- Must demonstrate an ability to multitask, meet deadlines and fully integrate into a team setting, while also able to work independently.

**Commercial Enhancement Program (CEP) Budget
FY17**

Revenue

<i>FY17 Assessments</i>	
Total	\$392,206.36
<i>FY16 Carryforward</i>	
<u>Categories</u>	<u>Amount</u>
Business Attraction & Retention	\$57,289.84
Property Marketing	\$113,571.09
Contingency	\$10,122.47
Total	\$180,983.40
Total Revenue	\$573,189.76

Expenses

<i>FY17 Expenses</i>	
<u>Categories</u>	<u>Amount</u>
Business Attraction & Retention	\$108,496.31
Property Marketing	\$144,725.34
Disorder & Nuisance Abatement	\$65,000.00
CEP Program Management	\$54,702.81
City Fee	\$7,543.92
Contingency	\$11,737.98
Total	\$392,206.36
Total Expenses	\$392,206.36
Balance	\$180,983.40