

Business District Manager

Salaried, full time, exempt position with occasional evening and weekend hours working for Uptown United

Starting date: January 2016

Primary relationships: Reports to Executive Director; works closely with SSA #34 Commission

Essential Functions: Administers SSA activities and reports, provides support to businesses throughout streetscape and construction projects, supports commercial district activities

Duties and Responsibilities:

SSA #34 Programs and Activities

- Develop annual SSA budget for submission to the City
- Work in partnership with ED, Director of Business and all Uptown business and property owners on SSA initiatives
- Build consensus and develop and maintain positive and productive working relationships with store owners/managers and property owners contributing to the SSA
- Oversee street cleaning program and beautification projects within the district
- Oversee SSA maintenance agreements with the City of Chicago
- Prepare quarterly SSA reports and provide metrics to the Department of Planning and Development
- Prepare annual SSA report
- Administer SSA Curb Appeal and Security Camera rebate programs; provide design assistance when needed
- Attend all citywide SSA trainings

SSA #34 Commission Support

- Staff SSA Commission; organize and facilitate meetings; and act as liaison among the Commission, Executive Director, City agencies, Uptown United and Business Partners boards, and taxpaying constituents

Business District Management

- Support Uptown community in district planning efforts related to public way amenities, branding and infrastructure upgrades
- Attends monthly safety meetings with CPD or State's Attorney's office; support safety initiatives in commercial areas
- Assist in streetscape initiatives and infrastructure improvement projects, and provide input into design and implementation phases when necessary
- Work towards establishing business district "task forces" representative of each commercial district
- Maintain current database of property owners and PINs
- Provide assistance with Uptown United-owned 4619 N. Broadway and Winthrop Garden

Qualifications:

Education:

- Bachelor's degree required, preferably in urban planning, public affairs or related field.

Experience:

- At least 1-2 years working in a professional setting
- Knowledge of the Uptown community



- Experience with and/or knowledge of Chicago's Special Service Area (SSA) program
- Experience with non-profit management, budgeting and financial oversight
- Excellent verbal and written communication skills

Skills:

- Experience with CAD, Photoshop preferred
- Knowledge of/and experience with Quickbooks
- Knowledge of/and experience with Sharepoint and other Microsoft programs
- Proven record of project management. Candidate must be organized, a self-starter, able to meet deadlines and work independently to accomplish goals.

Other Important Characteristics:

- Commitment to excellent customer service
- Positive and professional attitude when interfacing with community stakeholders, business owners, board members, staff and other partners
- Flexible with ability to effectively prioritize tasks

Other duties as assigned or needed

Annual salary is \$40,000 - \$50,000, commensurate with experience. Benefits package includes generous PTO, contribution to benefits and transportation costs. Supportive, creative, and friendly work environment.

To apply:

Send cover letter and resume to jobs@uptownunited.org by December 15, 2015 at 5:00pm. NO phone calls, please.



About Uptown United and Business Partners – the Chamber for Uptown.

UU and BP are nonprofit business-serving organizations with a shared mission of *leading efforts to build a strong, unified business environment; facilitate economic development; and strengthen community – all to nurture a diverse, vibrant, thriving and strong Uptown.* In 2015, the boards of these organizations adopted a restructuring proposal that better unifies and organizes staff, programs, resources and communications. In 2016, the full boards, along with staff, will continue a strategic planning process to carry out the restructuring while maintaining separate 501c3 and 501c6 entities.

Uptown United is the Sole Service Provider of SSA #34, which provides services within its tax district. SSA #34 is committed to providing quality beautification, cleaning, safety, placemaking services to its owners and stakeholders.