



Downtown Tacoma Retail Advocate

The Downtown Tacoma BIA 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 sense of style; interest in on-trend fashion, shopping, design and dining; and a passion for urban placemaking and retail development.

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.

The Retail Advocate will work in coordination with the Executive Director and consulting firm Downtown Works to build on the ongoing development of Downtown Tacoma to transform the BIA district into a highly visible and desirable shopping and dining destination in the South Sound. The Retail Advocate will identify and recruit unique retail, food and beverage, and personal services operators to locate in the Downtown Tacoma BIA district. The Retail Advocate will build relationships with prospective and existing business operators, landlords or their representatives, the broker community, and downtown stakeholders.

Candidate Necessities

- Excellent interpersonal skills, including the ability to define and convey a compelling vision of place, develop and maintain relationships with stakeholders; build coalitions; and motivate, negotiate, and persuade stakeholders into a course of action.
- Strong sense of style and knowledge of latest trends in retail, dining, and personal services.
- 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

- Identify and build relationships with successful and independent operators from throughout the region by sharing the vision for a unique destination retail and dining experience in Downtown Tacoma. 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 prospective tenants and of properties and businesses within the Downtown Tacoma BIA district.
- 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 and manage social media accounts.
- 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.
- Diverse and significant life/work experiences are beneficial.
- 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 dental insurance, health insurance, paid time off, paid holidays, short-term disability, AD&D, ORCA transit pass, retirement contribution, 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.

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; or on any other basis protected by federal, state, or local law.

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 15, 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

All employment with the Downtown Tacoma BIA is "at-will." This job posting is not an employment agreement or 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.