

## **Assistant Director, Upper Albany Main Street Hartford, Connecticut**

### **Job Description**

#### **Reporting Relationship**

The Assistant Director will report directly to the Executive Director of Upper Albany Main Street and will assist in the coordination and execution of programs and the operations of the organization in an effort to preserve, promote and revitalize the Upper Albany neighborhood in Hartford. The Assistant Director is required to understand the organization and its various functions in order to provide such meaningful support.

#### **Position Responsibilities Overview**

- Assists the Executive Director with the direction and execution of all Upper Albany Main Street Programs including; the Micro Business Incubator Program, Façade Improvement Program, Streetscape and Beautification Initiatives, and Crime Prevention.
- Supervises and evaluates Graduate Assistants and Interns assigned to Upper Albany Main Street Programs. Assists University faculty in the coordination of students, recruitment of business owners, and supervision of interns participating in the Micro Business Incubator Program.
- Assists in the development of appropriate intake forms, internal documents, files, and other materials necessary to implement Façade Improvement Program.
- Assists the Executive Director with financial analysis, budgeting and preparation of reports to all funding sources.
- Provides administrative event and project management support to a wide range of activities that including but not limited to :
  - All Board and committee meetings and the specific needs of Upper Albany Main Street's areas of focus:
  - Business, Economic and Community Development, Code Enforcement, Crime Prevention/Community Policing and Beautification.
  - The Upper Albany Development Corporation
  - The Upper Albany Merchants' Association
  - Serves on several Upper Albany Main Street committees as necessary and appropriate.
- Researches and identifies appropriate funding opportunities. Assists in preparation and submission of grant proposals.
- Manages fundraising and execution of the Signature Event and development of other promotional events geared to increase the membership of the Upper Albany Merchants Association.
- Cultivates and maintains an effective working relationship with small business owners, entrepreneurs, residents, and community stakeholders to ensure the Upper Albany Main Street Programs are portrayed in the most positive manner

## **Knowledge, Skills and Experience:**

### **Technical Skills**

- Ability to work effectively in a fast paced multi-disciplined environment with a variety of working styles. Must be able to anticipate, adjust to, and prioritize a large volume of requests from faculty, stakeholders and constituents.
- Knowledge of budget development/ analysis and management
- Responsible for orienting and training others, assigning and reviewing their work.
- Requires regular contact with persons of importance and influence. Involves considerable tact, in gaining the cooperation of others. Requires the handling of complex situations.
- Expertise in Microsoft Office Suite Version 2007 and later with a strong emphasis on advanced Word, Excel and Power Point.

### **Competency Requirements**

- Accuracy, attention to detail and exceptional follow through
- Skill in both verbal and written communication. Problem solving and sound decision-making required.
- Ability to collaborate effectively and enthusiastically across the organization and among various constituencies.
- Excellent customer service and interpersonal skills.
- Flexibility in handling multiple assignments. Excellent prioritization skills.
- Knowledge of state and city government, community based organizations, and merchant association's principles and practices.
- Positive and enthusiastic attitude that reflects respect for colleagues, investors and others.
- Ability to work effectively with diverse groups.

### **General Experience**

- Bachelor's Degree required. Three to Five (3-5) years of relevant administrative experience with either a not for profit organization or a private company. Community Development experience desired.

### **How to Apply:**

Qualified applicants should send, by email, a cover letter, resume, and references to [risi@hartford.edu](mailto:risi@hartford.edu)

No phone calls, please.

Upper Albany Main Street is an equal opportunity employer.