
Position: Director of Policy & Membership

JOB POSTING ACTIVE: Oct 1-21, 2024

Email resume and cover letter to hr@downtownspokane.org. Applications are reviewed as received and selected candidates will be contacted directly. No walk-ins.

About DSP: The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, vibrant, livable, and sustainable Downtown. As a private, 501c(6) not-for-profit organization, the DSP serves as Spokane's central city advocate focused on economic and community vitality initiatives. As the manager of the Downtown Spokane Business Improvement District (BID) since 1995, the DSP provides supplemental programs and enhanced services in the 80-block area that includes nearly 1,500 property owners and business tenants. To learn more about the DSP, visit DowntownSpokane.org.

About the Position: The Director of Policy & Membership is an advocate and steward for downtown Spokane as a key member of the DSP senior team. The ideal candidate has experience in the political process, dynamic skills and effective relationships to lead policy and membership initiatives for the organization. This position manages monitoring and analysis of policy matters at the local, state, and federal levels of government, advises the President & CEO and Board of Directors, and leads public policy and advocacy efforts that support an economically healthy downtown core. This position also oversees external programs focused on DSP membership retention and recruitment.

Reports To: President & CEO
Starting Salary Range: \$70,000-\$80,000/annual (DOE)
Classification: Exempt, Full Time (40 hours per week)

Employee Benefits*:

- 100% Employer paid Health, Vision, and Dental Insurance
- 100% Employer paid Long Term Disability & Life Insurance
- 12 paid holidays off annually
- 80 hours of accrued vacation plus Washington sick leave
- Simple IRA with employer-paid 3% match
- Monthly transportation/parking and technology stipends
- Performance bonus eligibility

**Some benefits subject to full time classification and waiting/probationary periods.*

Responsibilities & Duties: Essential responsibilities of this position include but are not limited to:

Policy & Advocacy

- Monitor local, state, and federal rules, regulation, and legislation that will affect economic and community health of downtown Spokane and provide timely and accurate summaries of important issues for President & CEO, Board of Directors, Policy Committee, and DSP members, as needed.
- Track policy trends and identify emerging downtown issues.



- Conduct research to development of positions and draft committee recommendations, including sufficient background information outlining the impact issues will have on downtown.
- Execute strategies for advancing positive priorities to advance downtown issues while mitigating the effects of negative proposals.
- Attend meetings of local government bodies, commission, and councils as necessary to monitor, provide background or follow-up info on issues relevant to the DSP.
- Participate in downtown, city, and regional planning efforts to advocate for downtown interests.
- Represent downtown interests in relevant policy-focused activities of peer organizations, including the GSI regional advocacy committee.
- Provide advocacy support during the legislative session, including oral and/or written testimony as appropriate, and organize participation in regional advocacy programs.
- Collaborate with local, regional, and statewide stakeholders, creating coalitions when appropriate.
- Maintain and nurture relationships with key community leaders, elected officials and municipal / county staff, including meeting with elected officials and community leaders as needed.
- Manage the Policy & Strategic Development Committee and Ad Hoc Housing Committee.
- Coordinate agendas, speakers and sponsorships for quarterly Downtown Dialogue policy programs and other events as needed.
- Annually review and update the DSP's Policy Platform, update as necessary with the Policy Committee.
- Manage special projects, including the Downtown Housing Study, Park Spokane and ongoing policy initiatives.
- Manage communications of advocacy activities in coordination with Communications Dept. for member emails and alerts, ensure accuracy of advocacy messaging on the website and social media channels, and support publicizing the DSP's positions.
- Draft compelling written content including fact sheets, position statements, action alerts, articles and other policy briefs.
- Answer media questions on applicable legislative and regulatory issues.

Membership & External Affairs

- Serve as an ambassador to the community, visible and active at DSP events, and continuously seek resources and partnerships helpful to executing the DSP's mission.
- Manage membership renewal and lead member retention efforts.
- Maintain contact database and manage new member leads.
- Manage Membership & Outreach Committee, including agenda development and committee reports.
- Oversee member engagement initiatives, communications and events in coordination with the Vice President of Marketing & Activation.
- Assist development and execution of capital campaign initiatives, where appropriate.
- Prepare and deliver written and verbal reports to senior management, committees and Board of Directors.

Other duties may be requested/assigned.

About You: This position requires a self-motivated individual with strong organization skills and attention to detail with an ability to work independently with little or no supervision. The right candidate has an ability to work quickly and efficiently to prioritize problem solving and can adapt to changing circumstances. The right candidate has:

- Passion for downtown Spokane with exceptional work ethic and ability to exemplify DSP core values: Collaborative, Innovative, Diverse.
- Sound judgment and ability to maintain professional decorum under pressure with a positive attitude and nimble mindset while managing multiple projects.
- Self-starter with strong communication skills and attention to detail.
- Able to maintain relationships with policy makers and public officials.

Requirements:

- Minimum bachelor's degree in public administration, political science, communications and/or related field with minimum 5 years of experience working in external affairs for a place management organization, chamber of commerce, legislative body or similar organization.
- Knowledge of all levels of government and policy making process, especially the City of Spokane.
- Excellent research and persuasive writing skills with an ability to translate policy concepts to, and effectively collaborate with, colleagues and stakeholder who do not necessarily understand issues.
- Proficiency in Microsoft Office 365 suite and understanding of online platforms, including Google Workspace, Dropbox, and AI is a plus.
- Able to sit and/or stand for long periods of time with occasional lifting/pulling/pushing up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- Ability to speak, read, write, and understand English effectively to complete job duties.
- Proficient with mobile phones and smart devices.
- Pass background & drug screening.

This position is regularly scheduled to work 40 hours per week but may be required to work more to meet deadlines, finish assignments, or attend events and meetings. This position may require occasional morning, evening and/or weekend work as needed for various downtown related events/meetings and travel may be required. While the DSP offers flexible work schedules and occasional remote work options, this position is primarily based in the office located in downtown Spokane.

Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. The DSP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected statuses as required by applicable law. The DSP does not discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees must have permission to work in the U.S.; employment eligibility verification is required.