



Fuquay-Varina Downtown Association

Assistant Director Job Description

Fuquay-Varina Downtown Association promotes and supports the thriving business and residential historic districts of downtown Fuquay-Varina through preservation, education, growth of community and supporting the business environment of downtown. The Assistant Director of Fuquay-Varina Downtown Association has the following primary responsibilities: coordinating day-to-day operations of the nonprofit organization, overseeing events, marketing, fund development, and managing volunteers. This position reports to the Executive Director.

Responsibilities:

Leadership and Communication

- Works in concert with the Board of Directors, the staff, volunteers, community advisors and other stakeholders to accomplish the strategic plan of the organization.
- Cultivates and maintains successful relationships with the Fuquay-Varina Downtown Association staff, volunteers, Board of Directors, referral agencies, partner programs, and other community organizations.
- Helps to ensure that staff, board members, and volunteers interacting with the public on behalf of Fuquay-Varina Downtown Association do so in a manner that is informed, effective, and reflects the mission and values.
- Promotes awareness and visibility of Fuquay-Varina Downtown Association within the community through a variety of forms including public speaking, media, and other means of communication.
- Works beside the Executive Director to ensure day-to-day operations are consistent with organizational vision.
- Attends appropriate Downtown Development training and conferences.

Development/Fundraising

- Responsible for the management and execution of all annual events as directed by the Executive Director and Board of Directors.
- Responsible for event management including organizing sponsors, managing volunteers and staff.
- Leads in the recruitment and retention of investors and event sponsors.
- Works to identify and develop additional funding sources to augment FVDA existing revenues, including utilization of grant programs.
- Participates in the planning, implementation, and evaluation of fundraising campaigns and special events.
- Maintains fundraising records.



People Development

- Assists in the recruitment, orientation, and training of new staff members.
- Assists in hiring and supervising staff including monitoring and evaluating performance.
- Supports and provides guidance and direction to staff, volunteers, and contract employees.
- Implements and monitors employee policies to ensure a positive and productive workplace environment.
- Manages payroll for all staff.
- Other duties as assigned.

Qualifications

- Minimum of 3 years experience working within the nonprofit sector including supervising others and working with a Board of Directors.
- Bachelor's degree in a business, nonprofit management or related discipline OR 2+ years of experience in a nonprofit organization in a leadership role.
- Experience in event planning and ability to effectively collaborate with downtown partners.
- Experience in fundraising and grant writing to generate operating capital preferred.
- Experience working with community organizations (i.e. local government, other nonprofits).
- Demonstrated ability in public speaking, written and oral communication, and interpersonal relationship skills.

Core Office hours with flexible scheduling.

Potential weekends and evenings necessary.

Less than 10% travel.

Fuquay-Varina Downtown Association is proud to be an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.