**The District**

**ASSISTANT DIRECTOR JOB DESCRIPTION**

**Position**

The Assistant Director is a full-time position managed under the direction of the Executive Director. The Assistant Director will be a professional individual with an aptitude for analytical thinking, multi-tasking, and problem solving.  The individual must be responsible, well organized, and demonstrate initiative.  Excellent writing & communication skills, the ability to work both collaboratively and independently, and the ability to be detail-oriented are extremely important for this position.

**Job Duties and Responsibilities**:

The primary responsibilities for this position include, but are not limited to, the following duties:

* Coordinating and maintaining agendas for assigned committees.
* Coordinating digital newsletter.
* Manage and update social media including Facebook, Instagram and YouTube.
* Manage development and content for District website.
* Compile data, metrics and analytics
* Maintain an up to date database of all members
* Compile market and demographic information to assist with business recruitment and retention
* Research possible funding sources including grant opportunities.
* Manage proposals and grant applications
* Any assigned duties by the Executive Director

**Job Related Qualifications**

* Ability to multi-task and work in a positive, team environment
* Strong computer skills using Microsoft’s Office Suite (word, excel, etc) is mandatory.
* Experience with design software and website/social media management and maintenance.
* Strong writing skills will be a necessity, as it relates to grant writing, monthly reports, press releases, newsletter, social/website content etc.
* Experience in grant writing is preferred.
* Excellent public speaking, interpersonal, time management, organizational, consensus-building and media relation’s skills.
* Education and/or work experience in one or more of the following areas: Main Street Program, Non-Profit, public policy, historic preservation or a related field.
* Must be able to lift and carry items up to 25lbs

**To Apply**

Please submit a cover letter including your interest and qualifications for the position, and a resume in electronic form to bguthrie@thedistrictquincy.com. We are accepting application through May 5th 2018.