

Director of Operations and Special Projects

River City Company – Chattanooga, Tenn.

Job posted: July 25, 2018

Who is River City Company?

River City Company is the economic development engine for Downtown Chattanooga. Through our work to cultivate and advocate for a vibrant and healthy downtown, River City Company stimulates the community's economic, social and cultural growth.

For over 30 years, River City Company, a private non-profit, has worked in partnership with local government, the private sector, and the philanthropic sector to support Downtown Chattanooga. With an extensive resume of projects, programs, planning work and advocacy for Downtown Chattanooga, River City's role is to make Downtown Chattanooga the place to live, work, play and invest.

What we are looking for?

River City Company rarely, if ever, works in a silo. We need a Director of Operations and Special Projects that will jump in feet first in the exciting and busy world of partnerships and collaborations that are key to our philosophy - Working to Keep Downtown Chattanooga Working.

The Director of Operations and Special Projects will need to be:

- Extremely organized, have a keen attention to detail and the flexibility to work in a fast-paced, ever changing environment with a dynamic team of doers
- Able to act as a point of contact for partners including government entities and stakeholders including downtown businesses and property owners
- Provide oversight and guidance to projects of high importance
- Able to work independently and research, document, and provide in-depth analysis of proposed initiatives to solve complex problems.
- Efficient and comfortable in the collecting, interpreting and housing of data concerning market trends and facts for Downtown Chattanooga

What will be the Director of Operations and Special Projects essential functions and responsibilities?

- Assist in the planning and development of company initiatives through the development and use of data analytics and ensuring projects will function within the limits of its resources.
- Help complete priority items both long-term and short-term for the CEO to an appropriate quality with the ability to work in a fast-paced, collaborative environment.
- Assist in the development and maintenance of Downtown Chattanooga performance indicators through collaboration with partners and/or development of original tools; utilize data where appropriate to implement measurable actions and outcomes.
- Manage operational support for the River City team and communicate with internal and external leaders to acquire and formulate needed data.
- Experience in developing and planning special projects, strategy, growth initiatives, etc.
- Support key partners and represent River City Company, when needed, in the larger conversation and focus on Downtown Chattanooga.
- Deliver clear summaries of projects and operational goals; ensure on time follow-up on key initiatives; and communicate needs to River City team.

What are the required skills and experience?

- Bachelor's Degree
- 8 years of work experience
- Previous experience in project management and data analytics
- Ability to manage sensitive issues under tight deadlines
- Strong desire to work hard in a fast-paced, dynamic environment with high-energy and mission-driven colleagues
- Flexible, adaptable and resourceful
- Critical and strategic thinker with the ability to solve complex problems
- Experience working with diverse audiences, moving groups to consensus and driving forward projects
- Excellent written and verbal communication skills, as well as the ability to build relationships with existing and new partners and stakeholders
- Proven ability to work effectively and diplomatically with colleagues and external partners
- Mature understanding and business experience with a proven track record of delivering results and practical project management techniques to programs
- Ability to handle basic administrative functions (i.e. managing an active calendar of appointments; composing and preparing correspondence; arranging itineraries and agendas) and project financial oversight (i.e. budgeting, financial management, overseeing contracts, procurement, reimbursements)
- Work experience and existing relationships in the Chattanooga community (preferred)
- Well versed in the nuances of public private partnerships (preferred)

Competitive salary, benefits, full-time, PTO are available.

To apply, email resume and cover letter in a pdf form to jobs@rivercitycompany.com.