



Communications Manager

The Bellevue Downtown Association (BDA) seeks a full-time Communications Manager who will elevate member value, build audience engagement, support and promote BDA program and campaign success, and enhance the downtown experience. This position will support the organization's body of billable contract work.

Role and Responsibilities

- Develop and manage initiatives focused on the integrated communications function of the BDA, its platforms and programs. Core duties to include:
 - Feature content strategically telling the "story of Downtown Bellevue" and "the BDA," representing events, programs, campaigns, members and community news.
 - Digital marketing and BDA program communications.
 - Social media across BDA platforms.
 - Managing exceptional website experiences and driving efficiencies.
 - Public relations strategies and media relations.
 - Creating and editing visual content using design and editing tools.
- Facilitate and manage initiatives to implement communications and engagement initiatives around key programs and issues including research, planning, executing and evaluation of program plans.
- Specifically manage and support communication activities designed to support and reach the goals of BDA and transportation demand management programs, partnerships and contracts.
- Staff and support BDA programs and projects as needed.

Required Qualifications

- Proven experience managing strategic communications initiatives on behalf of an organization or client.
- Knowledge of public relations concepts and proven experience in managing media relations.
- Proven experience successfully managing social media content on behalf of an organization.
- Proven experience developing key messages, as well as managing online content, for an organization.
- Strong technical and user proficiency and experience using content management systems such as WordPress, Drupal, Square Space, and Wix. Preference for candidates with proven experience managing websites that focus on community engagement and power online guides and maps.
- Excellent oral and written communications skills.
- Photography and video production/editing skills.
- Microsoft Office proficiency.
- Adobe Creative Suite proficiency.
- Technical proficiency with HTML, CSS and HTML email platforms.
- Motivation and ability to support production and staffing of major community events.



Desired Qualifications

- Bachelor's degree in the fields of communications, public relations, marketing, organizational development, urban planning or business administration, plus relevant work or internship experience in a related communications or marketing environment.
- 3+ years of experience as a communications or marketing professional.
- Proven ability in effective program and project management.
- Track record of problem solving and team collaboration.
- A self-starter who takes appropriate initiative to improve processes.
- An excellent team player.
- Strong interest in the Bellevue community and Downtown Bellevue.
- Knowledge of or interest in transportation demand management practices is a must.
- Experience working as a team member in a downtown association, economic development, or chamber of commerce organization a plus.

The BDA offers a competitive compensation and benefits package. Salary for the position will depend on the candidate's experience and is based on salary benchmarks for similar nonprofit advocacy roles.

To Apply: Please forward your cover letter and resume to: info@bellevuedowntown.com. Only those whose applications are being considered will be contacted. The BDA is an equal employment opportunity employer.

About the BDA Team

We are smart, talented and dynamic individuals who get things done. We specialize in civic leadership, advocacy, public events, promotion, placemaking, and transportation demand management. As a team, we are committed to great customer service and a shared purpose to help each other and Downtown Bellevue thrive.

- We take initiative and innovate to go above and beyond.
- We embrace the "work-life sway," a culture of caring and professional growth.
- We empower our members, the place and Downtown experience through positive relationships in the community.

About the Bellevue Downtown Association

Established in 1974, the Bellevue Downtown Association is the convening nonprofit organization for downtown leadership, advocacy and marketing. Members represent the downtown community and fuel its growth with their energy, ideas and commitment. Our mission is to lead the continuing evolution of Downtown Bellevue as the economic and cultural heart of the Eastside. Home to 55,000 jobs and 14,000 residents, Downtown Bellevue is a vital economic engine for the region and a magnet for innovation, growing businesses and a talented workforce. The city center attracts millions of visitors each year as one of the West Coast's premier shopping and entertainment destinations.