



The Downtown Development Authority (DDA) is seeking an **Administrative Manager**. This position fulfills several key components to the organization including providing excellent customer service to the public, downtown business community, partner organizations, the DDA Board of Directors, and internal staff.

About the Downtown Development Authority

The DDA is a forty-four-year-old quasi-public agency with a mission to build public and private investment partnerships that foster economic, cultural, and social growth in the Fort Collins central business district. As a public agency that uses public tax funding to fulfill its mission, the organization has numerous interests to which it is accountable including a governing board of directors, municipal and county elected officials, downtown building and business owners, and resident and visitor patrons. Examples of DDA-funded projects include financial partnerships with private and public sector property owners to develop and renovate downtown buildings; design, construct, and operate enhanced public spaces; and advance concepts and construction of infrastructure improvements in partnership with the City of Fort Collins. Examples of DDA-funded programs include family-friendly art and education-based programming to activate public spaces; business marketing and communications for downtown businesses; financial partnership support for a homeless street outreach team. The agency's work is diverse, impactful, and has endeared the Fort Collins community to downtown, contributing to its status as one of the most visited destinations in Northern Colorado.

What's It Like to Work Here

Fort Collins residents and visitors love to come downtown. They enjoy relaxing at the breweries, eating at great restaurants, shopping at a variety of retailers, discovering amazing artwork, and strolling through Old Town Square. Our team members understand how important downtown is to Fort Collins and we all work together with the Board of Directors to identify projects and programs that will continue to enhance downtown for years to come. The longevity of the staff attests to how invested DDA employees are to downtown. The culture provides opportunities to contribute, problem solve, collaborate, and have fun. If you like to visit downtown, you'll love working in the stewardship of the downtown.

Qualifications

The right person for this position will strive to see the big picture in each project while also understanding that accuracy and details are very important. As the Administrative Manager, this position is vital to taking care of details in the office, planning the logistics of the Board of Directors meetings, licensing events in Old Town Square, coordinating special projects, and more.

Persons interested in applying for this position should enjoy a fast-paced workday, be able to multi-task on several diverse projects, not mind being interrupted, all while sharing a smile when customers walk in.

Applying for the Position

Applicants should review the following job description and visit DowntownFortCollins.org to learn about the organization and DowntownFortCollins.com to learn about the business and marketing communications component of the DDA. Spend time reading the [Annual Reports](#) and scanning the [Board Packets](#) to learn how the DDA is involved downtown.

If you have the experience listed in the attached job description and know that you want to be part of a hardworking and dynamic team, please complete the [job application](#) and submit a cover letter and resume to kristy@downtownfortcollins.com.

Please note that this is a full-time position, M-F 8:00 am – 5:00 pm, with some early morning and evening obligations, and some weekend hours. This is an in-office position and is not a telecommuting position.

The overall annual salary range for this position is \$50,800 - \$63,500

This position will be hired within the following Annual Hiring Salary Range: \$55,000 – \$63,500 (paid bi-weekly)

Benefit options include: health, dental, vision, and life insurance; vacation and sick leave; retirement contribution; plus other benefits including a parking permit.

Thank you for your interest in the **Administrative Manager** position at the Downtown Development Authority.

Job Posting Closing Date: 9/4/2025 at 5:00PM Mountain Time



Administrative Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive.

- Provides customer service to citizens and employees either in person, email, or by telephone. Serves as the front desk receptionist for the Downtown Development Authority (DDA). Receives visitors, answers the main DDA phone line, and directs calls.
- Responds to internal and external customers regarding issues, policies, and procedures.
- Provides backup to the DDA Business Marketing and Communications (BMC) team for downtown gift card sales, promotions, and projects.
- Serves as staff liaison to the DDA Board of Directors relative to board member application process, public meeting notices, scheduling, monthly board meetings including the assemblage of monthly agenda and agenda item packets, and other functions as needed.
- Makes copies, assembles, and delivers monthly packets to members of the DDA Board; posts packet online, and sends email notification to distribution list.
- Prepares for DDA meetings including meeting setup, coffee, and food.
- Records and writes formal action minutes at monthly meetings of the Board of Directors and other meetings as requested by DDA staff.
- Manages license applications from the public for use of Old Town Square; drafts and executes contracts with vendors and event producers; maintains and coordinates calendar of events in the Square; manages relationships with contracted vendors and event producers, acts as on-site personnel for DDA as needed.
- Coordinates with City Special Events Coordinator, Fort Collins District One Police Services, and City Parks Maintenance teams related to licensed activities in Old Town Square.
- Coordinates marketing efforts with DDA BMC team and others, and updates DDA websites as needed.
- Responsible for updating DowntownFortCollins.org website to ensure organization's compliance of state and federal accessibility requirements.
- Coordinates and administers special projects as assigned, including Old Town Square Art Activation program, Sculpture in the Square program, and others as needed.
- Oversees production and editing of the annual Year In Review publication, which includes coordination of graphic design consultant, photographers, collection of relevant content, and posting and printing as needed.
- Performs word processing of letters, memos, correspondence, and reports.
- Proofreads and edits correspondence, memos, reports, and other DDA documents.
- Compiles, sorts, and distributes reports, program information, and calendars.

- Processes finalization of legal documents in coordination with DDA staff and legal counsel. Coordinates with Board Members for document signatures and adheres to protocols for signature witnessing and notarization.
- Filing, copying, collating duties.
- Performs data entry by maintaining and updating project files, records, and databases.
- Coordinates and schedules regular meetings, special events, departmental meetings, travel schedules, and reservations.
- Reads and routes incoming mail and prepares outgoing mail.
- Manages the office, including maintaining supplies, keeping office equipment in good operation, and coordinates with Finance & HR Manager on all equipment leases and contracts.
- Serves on project committees as assigned.
- Assists Executive Director, Project Manager, Project Manager for Policy & Programs, Finance & HR Manager, Technology and Maintenance Manager, and BMC Team as needed.
- Other duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- Detail oriented and ability to work tight deadlines and multiple tasks.
- Ability to do detailed work accurately.
- Ability to communicate effectively orally and in writing.
- Good grammar and editing skills.
- Self-motivated team player.
- Good customer service skills.
- Knowledge of standard office software and their applications including Microsoft Office.
- Experience with WordPress helpful.
- Basic math and accounting skills.
- Demonstrated proficiency in using of standard office equipment, including computers, phone systems, copiers, and printers.
- Ability to attend early morning and some evening meetings.

EDUCATION AND EXPERIENCE High school graduation or GED equivalent accepted, Bachelor's degree from an accredited college preferred. A minimum of five years progressively responsible relevant full-time experience working with the public and working in an office environment required. Experience in executive leadership support role preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as procedure manuals, safety rules, and operating and maintenance instructions. Ability to write routine reports and correspondence. Ability to speak effectively to customers and employees of the organization.

REASONING ABILITY Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems reasonably and effectively.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit type or reach for extended periods. Some climbing to reach office supplies and files may be required. The employee is occasionally required to stoop, crouch, reach, and grasp. Manual dexterity to operate a personal computer and other office equipment, as well as visual and hearing acuity sufficient to assist staff are also required. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office environment with in-person attendance required. Limited overtime work is required on weekends, as needed.

POSITION STATUS Full-time, Non-Exempt