



Job Description - RETAIL RECRUITER

Golden Triangle, Washington DC

Summary: The Retail Recruiter will be responsible for implementing a retail strategy by seeking out and recruiting store and restaurant operators that fit with a specific merchandise mix plan developed for the Golden Triangle. The Golden Triangle's retail vision is to create a one-of-a-kind collection of destination retailers. The Recruiter must be committed to this vision and be a tenacious self-starter with the ability to plan and act strategically. The Recruiter will build relationships with prospective retailers and landlords (and/or their representatives) and match new retailers with appropriate spaces.

Background: Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 downtown blocks from the White House to Dupont Circle and from 16th Street, NW to 21st Street, NW. BIDs are established by the private sector and supported financially through an assessment placed on property owners within a geographic boundary. The owners within this area contribute to programs aimed at management, maintenance, marketing, development and promotion of the district. The day-to-day management is overseen by a full-time staff headquartered in the center of the BID. The BID is a non-profit 501(c)(6) corporation that elects a Board of Directors to govern its activities and is currently one of seven Washington-based Business Improvement Districts.

The BID represents over 32 million square feet of commercial office space, 4,000 businesses, 600 retailers, 200 restaurants, seven hotels, and four U.S. National Parks. One of the organization's major goals is to transform Connecticut Avenue into a world-class boulevard. A major second goal is to create a retail management program in an effort to expand and enhance the retail offerings in the Golden Triangle. The BID is committed to a retail vision that entails attracting market-appropriate retailers that will create a premier retail corridor for the region.

Training, Reporting: The Retail Recruiter will be trained on retail leasing vocabulary, economic terminology, prospecting and landlord relations; the Recruiter will report to the Executive Director of the Golden Triangle Business Improvement District.

Essential Functions:

- Prospect for and build relationships with successful independent operators throughout the region and nationwide corporate firms and brands as well.
- Share and sell the vision of retail in the Golden Triangle to prospective tenants.
- Build rapport with property owners and their real estate representatives; serve as point-of-contact between them and prospective tenants.
- Maintain databases of tenant prospects and properties/available spaces; provide details on characteristics of spaces to prospective tenants.
- Contribute to the development of marketing material for the Golden Triangle (if applicable).
- Update key demographic figures and information important to retail recruitment
- Work with prospective retailers from initial contact through to store opening.
- If applicable, work with existing retailers who may need assistance with issues such as merchandising, window display, marketing, etc.

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Qualifications:*Skills / Experience*

- Ability to balance strategic thinking and planning to fulfill the retail vision with day-to-day objectives.
- Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders, listen and provide assistance.
- Ability to work effectively with a broad range of people and positions, including independent retailers, corporate retail executives, real estate agents, landlords, etc.
- Experience in one or more of: retail, sales, marketing, public relations, design, related disciplines.
- Exemplary verbal and written communications skills.
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action.
- Significant work/life experiences (minimum 5-7 years and a college degree in a related field)
- Computer proficiency in Microsoft WORD and EXCEL. Proficiency with database development/maintenance (specifically, experience with Salesforce would be of great benefit).

Characteristics:

- Strong work ethic, independent, self-starter, detail-oriented
- Tenacious and positive, with a "can do" attitude
- Ability to take action quickly and think strategically
- Outgoing, friendly personality
- Creative, with innovative implementation skills and solid problem-solving capability
- Regional work-related travel required
- Live in the general vicinity of Washington, DC and/or have an intimate knowledge of and affinity for the area
- Committed to Washington DC and/or the region and already well-networked is a plus.

Send resume and one-page cover letter to jobs@goldentriangledc.com