



We Are Hiring!

Position: Special Projects Manager

Location: Denver, Colorado

Who We Are

The National Western Center will be a year-round, global destination for agricultural innovation and western heritage in Denver. We will convene the world at the National Western Center and at nationalwesterncenter.com to lead, inspire, create, educate and entertain in pursuit of global food solutions.

The National Western Center Authority is a nonprofit responsible for ensuring that the day-to-day experience of the campus realizes the mission and vision of the National Western Center. The authority manages everything from programming, to events, to curating the tenant mix, to operations and maintenance. The authority is guided by a 13-member board of directors.

The National Western Center Authority is seeking individuals who will make it possible for our campus to lead, inspire, create, educate, and entertain in the pursuit of global food solutions.

Here's what you will be doing

As a member of the National Western Center Authority (NWCA) team, the Special Projects Manager supports the leadership team. Under the supervision of the Chief Development Officer & Chief Marketing Officer, the Special Projects Manager supports strategic initiatives and partnerships, and supports the effort to position the NWCA as a year-round destination for events, entertainment, agribusiness, research, education, western heritage, social responsibility and economic development.

Job Requirements

- Participates in sourcing potential programs and partnerships related to the mission of the NWCA.
- Researches promising strategies or approaches that could inform program or partner recruitment.
- Assists with gauging needed supports that help ensure program or partner success.
- Supports the process of developing a partnership or program including due diligence, scheduling site visits or follow-up, analyzing submitted materials, sharing information with the executive team.
- Drafts high-quality presentations and collateral materials as needed for internal and external audiences (requires writing and design skills).
- Use web content management system and social media platforms to create, maintain and share engaging, original, high-quality content with our audiences.
- Actively participates in designated community coalitions and collaborations.
- Uses customer relationship management (CRM) system to track contacts and partnership opportunities.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Qualifications

- Bachelor's degree or equivalent, ideally in communications, marketing or business; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.



- To perform this job successfully, an individual should have knowledge of standard industry Project Management software and Microsoft Office Suite software programs.

What We Offer

At the National Western Center Authority, we know that our greatest asset is our employees and that is why we offer generous benefits to support work-life balance. We offer a competitive pay and benefits package that includes health insurance, 401k plan and paid time off program.

Please send your resume and cover letter to jobs@nationalwesterncenter.com to apply by April 9, 2019.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.