



Opening Date: 6/26/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #54-18 Project Director, RFK Democracy Center**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The incumbent will work closely with the President & CEO and Strategic Initiatives team on matters relative to the vision, assessment, development, planning, opening and continued viability of the Robert F. Kennedy Democracy Center (RFK-DC). Such oversight shall include visionary and strategic planning efforts to ensure the Democracy Center achieves its mission and strategic goals, as well as remaining relevant and sustainable into the future.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

- Serve as day-to-day project lead for the vision, development and planning efforts for the RFK-DC
- Coordinates and engages with principals in the fields of democracy and civil engagement, both at local and global level, to ensure the work of the RFK-DC, fits into the larger fabric of work in this field.
- Coordinate activities for and work closely with project principals, selected team members, contractors, and consultants, to develop and execute project plans and associated project content.
- Advise project principals on the development and creation of the collections, exhibition space and educational programming of the RFK-DC.
- Review, evaluate, and provide input on the current mission, vision, case statement, building program, concept designs, and exhibition designs, among other aspects of the project.

- Review, evaluate, and provide input on the preliminary revenue and operating projections for the project and develop independent projections as required.
- Develop a strategic/business plan for the successful operation of the RFK-DC project to include development, education and public programming, partnerships, finance, marketing, and staffing.
- Assist with developing an annual operating fundraising plan for the project.
- Identify and implement all required start-up activities including supporting the curation of exhibitions for the RFK-DC.
- Coordinate with capital campaign fundraising consultants and design consultants.
- Coordinate, prepare for, and participate in meetings with Events DC staff, stakeholders, community members, fundraising consultants, public officials, and potential donors as required.
- Assist with identifying and cultivating multi-faceted partnerships to benefit the organization's mission and financial health.
- Assist project principals in identifying and understanding emerging internal and external opportunities or challenges relative to the RFK-DC.
- Work with project principals, Events DC Staff and consultants on fundraising events and other strategic and long-range planning efforts.
- Oversee the preparation of high-quality collateral materials, proposals, and reports as necessary.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of the field of civic engagement and democracy building.
- Possess the ability to potentially serve as the director of the RFK-DC
- Strong attention to detail and excellent written and verbal communication skills
- Ability to communicate effectively with professional-level staff and peers
- Strong organizational skills and an ability to prioritize and complete simultaneous projects with minimal supervision
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with project management tools
- Strong critical-thinking skills
- Ability to multi-task and work well in a high-level, high-profile environment.
- Strong team orientation and professional attitude
- Ability to develop budgets and identify cost-efficiencies.
- Professionalism in dealing with key project stakeholders, including Board Members, public officials and community representatives
- Ability to gather and analyze data strategically and generate/synthesize reports.
- Knowledge of fundraising for museum/memorial projects
- Good teamworking skills

### **CORE COMPETENCIES (FUNCTIONAL MANAGER)**

- Leadership
- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise in museum/memorial curation and operations

### **ADA ESSENTIAL FUNCTIONS**

- Ability to read and write instructions, directions, letters, memos, floor plans, and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree Bachelor's Degree and professional experience in a closely related field.
- Prior experience working for a museum, memorial, or a comparable organization.
- Knowledge of the field of civic engagement and democracy building.
- 10+ years of relevant experience in a professional services industry preferred.
- Proven experience connecting strong organizational mission to the public-facing elements of operations to ensure an end-to-end experience that seamlessly conveys the organization's vision and messaging.
- Prior experience initiating, curating and launching a successful high-profile project.
- Excellent research, writing, oral communication and time management skills are essential. Must be able to write fluently and persuasively in a range of styles and formats.
- Knowledge of management principles and the ability to participate in a wide variety of committees and meetings for planning and developing purposes.

## **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**