

## Attachment 1: Scope of Work

The work to be performed includes:

SBPC shall secure and designate a contractual staff member to complete the following:

1. perform clerical and administrative functions including all types of correspondence, meeting preparation and minutes, and serve as primary contact for DBPA;
2. identify opportunities to expand the capacity of the DBPA;
3. maintain internal and external working relationships;
4. manage and update downtownminot.com;
5. oversee and/or manage DBPA social media platforms;
6. coordinate volunteer efforts;
7. develop communications to include, but are not limited to: newsletters, flyers, posters, brochures, and other promotional materials;
8. manage, support, organize, and coordinate events for the DBPA membership;
9. represent DBPA in industry conferences, professional associations, and other public venues;
10. oversee management of contract, procurement, budgets, documentation, and monitoring of projects for DBPA;
11. contribute to the overall strategic visioning, conceptual development, planning, and monitoring of DBPA's work;
12. supervise and mentor DBPA staff, volunteers, and contract workers to ensure quality work and accountability;
13. ensure adherence to DBPA policies and procedures and strengthen transparent governance;
14. ongoing exploration of a downtown Business Improvement District (BID);
15. develop annual workplan for which the DBPA will operate;
16. develop a comprehensive organizational handbook for the DBPA;
17. identify best practices and improve internal systems with an eye toward future needs and budget realities;
18. develop and implement an annual budget for DBPA, with a 3-year budget forecast and comprehensive plan to significantly expand income opportunities;
19. establish, implement, and oversee a comprehensive fundraising , member, and investor plan; and
20. conduct and oversee grant-writing efforts for DBPA.