

July, 2022

About Us

DORA's mission as a nonprofit is to preserve, manage, promote, and enhance the development of Orangeburg's historic downtown as the economic center of Orangeburg County. Economic development strategies include downtown activities that build retail opportunities, community pride and economic vitality. DORA hosts over a dozen high quality, family centered events for our community members and visitors every year.

Promotions Coordinator

The Promotions Coordinator will play an integral role in DORA's mission to support a vibrant downtown economy through activities that build retail opportunities, community pride and economic vitality. They will play the lead role in planning and executing DORA's annual calendar of events.

Our ideal candidate is dynamic and self-motivated and thrives in a position working with three key groups: our community, our supporters, and our volunteers. This position is highly social so the right candidate will be high energy and enjoy actively engaging with all personalities. It is important that this individual embraces this responsibility by not only executing existing events with excellence but creating new opportunities for engagement with DORA.

This team member will also play a role in maintaining vendor information and in providing customer service and responsiveness that reflects positively on the organization. The position reports directly to the Executive Director.

Key Responsibilities

- Provide event planning skills and expertise to the DORA team and volunteers by building, developing, leading, and directing events that support our strategies and implementation plan
- Direction of all signature events including but not limited to St. Patrick's Day, Street Dance, Car Show, Brews in the Burg, Taste of Orangeburg, Boo Bash, Messiah and Holiday Open House
- Plan and manage all event logistics, including vendors, venues, food & beverage, and guest registration
- Plan and manage event entertainment, including music, performers, and guest speakers
- Assist Executive Director to identify, prospect, solicit and secure potential partners and sponsors
- Works towards budget revenue goals in all events including vendor revenue and expense management
- Assist with maintaining membership/vendor database to ensure the organization has accurate member/vendor information
- Cultivate and maintaining an extensive knowledge of all DORA programs, services, initiatives and activities
- Cultivate relationships with members and volunteers to maintain or improve membership retention rates
- Represent DORA in a professional manner
- Perform other job duties as assigned

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Promotions Coordinator

Qualifications

- Minimum of five years of professional experience; experience within a downtown organization or chamber of commerce/association management industry preferred
- Event planning & promotion experience required
- Strong interpersonal skills to effectively cultivate relationships with community stakeholders
- Organizational and follow-up skills, and demonstrated ability to prioritize multiple projects
- Strong written communications skills
- Outgoing and enjoys networking
- Ability to think creatively and innovatively as well as provide solutions
- Strong ability to work independently and as part of a team
- Proven customer service and relationship management skills and experience working in a business environment
- Results-oriented and willingness to be accountability to measurable goals
- Capable of maintaining sensitive/confidential information
- Must be a team player with an excellent work ethic and positive attitude
- Ability to foster the values of member relations and quality assurance in customer service
- Ability to work extended hours to attend DORA events and activities (some nights and weekends required)
- Proficient in Microsoft Office programs including Outlook, Excel, Word
- Knowledge of the business community in Orangeburg

Job Type

Full-time

Benefits

Health, Dental and Vision Insurance Coverage

Salary

\$12 - \$15 per hour dependent on qualifications



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