

**JOB ANNOUNCEMENT**  
**Retail Recruiter for U District Partnership in Seattle, WA**

**JOB DESCRIPTION:** Retail Recruiter for the U District Commercial Corridor

The Retail Recruiter position for the U District Partnership will be responsible for proactively identifying and recruiting retailers to the U District, based on the merchandising program developed by the Downtown Works team. The Retail Recruiter will interface between prospective retailers and landlords or their representatives to match new retailers with appropriate spaces in the U District.

**REPORTING RELATIONSHIPS:** Reports to the President and Chief Executive Officer.

**HOURS:** Retail Recruiter is a full time position.

**ESSENTIAL FUNCTION**

- Recruit businesses by highlighting the advantages of a U District location and the characteristics of specific locations in the U District
- Serve as the point of contact between building owners, real estate representatives and prospective tenants
- Maintain a property database and tenant prospect list
- Assist in the production of retail recruitment marketing material for the U District (where applicable)
- Work with prospective retailers from initial contact through commitment

**QUALIFICATIONS**

**Skills / Experience**

- Experience in one or more of: retail, sales, advertising, public relations, design, and related disciplines
- Excellent communications skills
- Excellent interpersonal skills, including the ability to build relationships, build support among stakeholders, listen and provide assistance
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action
- Significant work / life experiences
- Computer proficiency in Microsoft WORD and EXCEL
- Outgoing, friendly personality
- Strong work ethic, independent, self-motivated
- Self-manager
- Tenacious, positive, "can do" attitude
- Ability to take action quickly
- Creativity, innovative implementation skills, problem solving
- Live in the general vicinity of the U District and/or have knowledge of the area
- Already well-networked and committed to the U District and/or the region

**COMPENSATION:** Annual Salary DOE plus medical benefits, paid time off, short and long term disability.

**HOW TO APPLY**

\*No telephone calls, please.

Applications accepted through February 18, 2016

Send resume and cover letter to:

[elizabeth.mccoury@udistrictpartnership.org](mailto:elizabeth.mccoury@udistrictpartnership.org)

The U District Partnership is an Equal Opportunity Employer