



1320 Pearl Street #323 | Boulder, CO 80302

Membership & Business Relations Senior Manager

Updated September 30, 2026

Reports to: VP, Marketing & Communications

Job Status: Full Time, Exempt

About Us

Downtown Boulder Partnership (DBP) is the parent organization of three distinct entities that work together to promote, enhance and advocate for the downtown Boulder district and downtown business community. Our work includes district marketing and branding, enhanced maintenance and hospitality services, business advocacy and membership programs, community events, engagement and placemaking.

About the Position

The Membership & Business Relations Manager oversees DBP's membership program of more than 300 businesses and serves as a primary connection between DBP and the downtown business community.

This highly visible, hands-on position is responsible for membership growth and engagement, business development and sponsorships, member communications, the Downtown Boulder Gift Card program, volunteer management and assigned events and budgets. The position also supports DBP's advocacy and public policy work.

The ideal candidate is a natural relationship builder who enjoys getting to know businesses, understanding their needs and connecting them with resources and opportunities. Demonstrated development experience is required, and this person must be comfortable generating revenue through memberships, sponsorships, fundraising or other business development opportunities.

Key Responsibilities

Membership, Business Relations & Development

- Manage DBP's membership program, including recruitment, onboarding, renewals, retention and engagement.

- Build strong relationships with members, understand their needs and connect businesses with DBP programs, resources and opportunities.
- Lead the annual membership renewal campaign and identify opportunities to grow membership and participation.
- Develop revenue through memberships, sponsorships and other business development opportunities, including prospecting, cultivation, solicitation and renewal.
- Monitor business openings and closures and welcome and onboard new downtown businesses.
- Maintain accurate membership records, databases and CRM systems.
- Serve as a highly visible and accessible resource for downtown businesses, providing exceptional customer service and regular outreach throughout the district.

Member Communications

- Write, edit and distribute DBP's monthly membership newsletter and other member-facing communications.
- Develop communications and materials supporting membership, business onboarding, sponsorships, events and advocacy initiatives.
- Manage DBP's LinkedIn presence and collaborate with the Marketing & Communications team on other initiatives as needed.

Gift Card Program

- Oversee the Downtown Boulder Gift Card program, including daily operations, customer and business support, order fulfillment, reporting and reconciliation.
- Manage relationships with participating businesses, seasonal increases in volume and opportunities to strengthen and grow the program.

Volunteers, Advocacy & Committees

- Lead DBP's Block Captain program, including volunteer recruitment, onboarding, communication and engagement.
- Support DBP's advocacy efforts and stay informed about local issues and policy discussions affecting downtown businesses.
- Serve as staff liaison to the Membership Committee, coordinating quarterly meetings, agendas, materials and follow-up, and work with DBP's CEO to support the monthly Public Policy Committee.
- Attend relevant City of Boulder, community and stakeholder meetings and help communicate advocacy and public policy information to members.
- Support the DBP Board of Directors and other committees as assigned.

Events & Programs

- Plan and execute assigned member-focused events and programs, including timelines, logistics, vendors, communications and budgets.
- Lead member appreciation activities, the Annual Members Holiday Party and Tulip Bulb Give-Away Day.
- Collaborate with DBP's programming team to support Town Halls, Employee Appreciation Week, the Annual Downtown Boulder Awards Luncheon and other organizational events.
- Work in close partnership with DBP's events team to plan and execute assigned member-focused events and programs, supporting timelines, logistics, vendor coordination, communications and budgets.
- Support event concept development, business outreach, sponsorships and on-site execution as needed.

Budget & Financial Management

- Develop and manage budgets for membership and membership events, the gift card program and other assigned areas.
- Track revenue and expenses, monitor performance against budget and assist with forecasting and financial reporting.
- Help develop annual revenue and expense assumptions and take ownership of established membership and development revenue goals.

Qualifications & Experience

- Demonstrated development experience required, including membership development, fundraising, sponsorship sales, donor cultivation, business development or a similar revenue-generating role.
- Strong relationship-building and customer service skills with the ability to engage business owners, community leaders, volunteers, public officials and other stakeholders.
- Strong writing and editing skills, including experience with newsletters, member communications or marketing content. AP style experience preferred.
- Demonstrated budgeting and financial management skills.
- Event planning and execution experience.
- Experience managing or coordinating volunteers, committees or community groups.
- Genuine interest in advocacy, local government, economic development and issues affecting businesses and downtown communities.
- Highly organized, detail-oriented and able to independently manage multiple priorities and deadlines in a fast-paced environment.
- Proficiency with Microsoft Office and Google Workspace. Experience with CRM or membership management systems strongly preferred.
- Familiarity with Canva, Adobe Creative Suite or other basic marketing/design tools is a plus.

- Bachelor's degree in marketing, communications, business, nonprofit management or a related field, or equivalent professional experience.
- Flexibility to occasionally attend early morning, evening and weekend meetings and events.
- This is a hands-on role within a small, collaborative organization. The successful candidate will be approachable, self-directed, solutions-oriented and willing to pitch in wherever needed.

Salary Range: \$65,000–\$72,000 annually, depending on experience and qualifications.

This is primarily an in-person position with occasional work-from-home flexibility. DBP offers an excellent benefits package including 100% employee health, dental and vision insurance coverage, SIMPLE IRA with employer contribution, free Boulder EcoPass, transportation, cell phone and wellness allowances, generous paid time off, sick leave and paid holidays.

Qualified candidates should send a cover letter and resume to Terri Takata-Smith, Vice President of Marketing & Communications, at Terri@downtownboulder.org. No phone calls please. Receipt of applications will be acknowledged. After that, only candidates selected for an interview will be contacted.

Application Deadline: October 31, 2026

The Downtown Boulder Partnership proudly operates as an Equal Opportunity Employer, striving to build an inclusive workforce representative of various cultures, perspectives and experiences. We believe in respect for all and do not discriminate based on race, color, religion, sex, gender identification, sexual orientation, national origin, age, disability and/or genetic information. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.