



Programs Manager, District Activation
CORTEX INNOVATION DISTRICT
ST. LOUIS, MISSOURI

POSITION SUMMARY

The District Experience Team is responsible for ensuring that the Cortex Innovation District is both welcoming and inclusive to its partners, neighbors, tenants and general public for the live/work/play experience offered within its 200 acres.

The Programs Manager, District Activation is responsible for creating an overall exceptional experience for people attending events and programs in the Cortex District. The Programs Manager is a full-time, salaried position with benefits that is responsible for implementation and marketing District programs. The Programs Manager will work closely with Cortex staff, district partners, and leadership in the entrepreneurship community to ensure a high-quality experience for tenants and visitors to the Cortex Innovation Community. Interested jobseekers should be able to demonstrate strong project management skills, organization, interpersonal skills, independent initiative and attention to detail. Occasional evening and weekend work is required.

ABOUT CORTEX

Cortex is a vibrant space serving as an inclusive economic engine for St. Louis. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation District (CortexSTL.org) is an internationally recognized hub of innovation and entrepreneurship that is focused on accelerating inclusive economic growth in St. Louis.

Cortex’s mission is to advance inclusive economic growth in the St. Louis region. Cortex’s 5-year strategic plan can be found [here](#).

ORGANIZATIONAL RELATIONSHIPS

Reports to:	Vice President, District Experience
Supervises:	Contractors, service providers, vendors and volunteers
Collaborates with:	All staff; partner organizations, District members

POSITION RESPONSIBILITIES

The Programs Manager, District Activation will serve as an active member of the District Experience Team and be responsible for focusing on engaging members, neighbors and the public with appropriate District amenities, programs and marketing tools.

This position will advance our mission by:

- Create and maintain an annual budget and calendar of activities for District programming and activation. Serve as the primary point of contact for external events held at the Cortex Commons.
- Identify partnerships within the District and the St. Louis community to assist in the activation of Cortex Commons.
- Ability to communicate scope of work to vendors and negotiate contracts;
- Develop marketing/PR strategy to ensure strong event participation with the primary focus being cultivating a social media presence around programming.



This position will advance our mission by (cont):

- Responsible for developing content and managing distribution of the Cortex Connections newsletter.
- Maintain a standard approach to District tours and visits.
- Work with the District Experience Team to develop community and engagement throughout the District.
- Coordinate district feedback and event evaluations to provide information to support data driven decision-making regarding programs and services
- Coordinate with Vice President, District Experience on expenditures and budgeting.
- Other duties as may be assigned by the Vice President, District Experience.

REQUIRED SKILLS, ABILITIES AND ATTITUDE. (We understand not all applicants will have all the following skills and abilities. We are hoping for a subset.)

Program Coordination

- Demonstration of creative and innovation thinking around approach to program development
- Ability to manage a multi-level approach to tasks and projects to meet deadlines and planned outcomes
- Ability to balance customer service skills with requirements to host events on the Cortex Commons

Communications

- Strong oral and written skills, and comfort with community engagements
- Experience with developing and building a social media presence and following
- Strong collaboration, delegation and partnership skill building
- Familiarity with Microsoft Office suite for use in communication and project management

Operation with Diversity, Equity, and Inclusion Lens

- Experience applying a systems lens to diversity, equity and inclusion work
- Experience setting strategies to promote diversity, equity and inclusion work inside organizations

Personal Skills

- Commitment to honesty, transparency, and trust-building across communities
- An eagerness to learn and a commitment to continuous quality improvements
- A passion for Cortex's mission

POSITION QUALIFICATIONS

- Three to five years of progressively responsible event coordination experience including large scale, public facing events
- Proven experience with event marketing to both targeted and general audiences

DIVERSITY, INCLUSION AND EQUITY

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

COMPENSATION

The salary range for this role is \$62,000-\$72,000. Cortex employees also receive a benefits package that includes health insurance, 10 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, and others. Work location can be hybrid between in the office and at home, depending on weekly needs and responsibilities.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to resumes@cortexstl.org. We will interview until we fill the position but prefer a submission date of October 20, 2023.