



DOWNTOWN BOZEMAN PARTNERSHIP OPERATIONS MANAGER Job Description

Position: Operations Manager
Classification: Exempt, Regular Full-Time
Supervisor: Program Director
Effective: August 10, 2026

The Operations Manager is an integral part of the Downtown Bozeman Partnership (DBP) team. The essential functions of the Operations Manager include:

- Collaborating on the programs of the DBP
- Assisting with the projects and programs of the Downtown Bozeman Association (DBA)

Primary Responsibilities

The primary responsibilities of the position include but are not limited to:

1. Downtown Partnership Operations

- Assist with the daily office operations i.e phones, mail, online payments, etc.
- Managing member relationships and outreach
- Manage social media accounts including consistent content creation
- Work with Program Director to manage constituent databases and content management systems
- Support the implementation of the DBP Communications Plan
- Support the implementation of the current Downtown Bozeman Improvement Plan

2. DBA programs and events

- Assist with administration and marketing of Downtown Dollars Program
- Support DBA-sponsored event preparations and volunteer management
- Manage the Overstreet Banner Program
- Receive and schedule member e-marketing campaigns

Education/Experience

- An undergraduate degree is preferred, and a combination of relevant work experience and post-secondary education will be considered.
- The minimum amount of experience to perform the job satisfactorily is 1 to 3 years in office management, event organization, and business social media management. Previous job experience in downtown Bozeman is preferred.

Necessary Skills

- Solid personal and public communication skills
- Microsoft-based computer skills

- Direct social media management and content creation skills
- Effective time management
- Ability to work independently and under direction as part of a team
- Problem solving skills
- Keen attention to detail
- Valid and current driver's license

Personal Attributes Desired

- Work well with people, friendly, and organized
- Ability to manage, motivate, coordinate, supervise and follow through with staff, interns, volunteers, and members
- Ability to listen and communicate

Working Conditions

- Responsibilities will require working in a typical office environment
- Position requires considerable amount of work outdoors in all weather conditions
- Position requires a flexible working schedule that includes evenings and weekends, depending on DBA event calendar.
- The Operations Manager is required to drive a side-by-side utility vehicle during events, on the job driving training provided.
- Physical demands include; Standing, Walking, Sitting, Balancing, Stooping, Crouching, Reaching, Speaking, Hearing, and Seeing, Lifting, Carrying, Pushing, and Pulling

Position Classification

- The Operations Manager is in a salaried, exempt, regular full-time position with the Downtown Bozeman Partnership
- Position is required to work the company's full-time schedule at a minimum of 32 hours per week and are eligible to receive the full benefits package, listed below.

Hours and Wages

- Typical hours will be Monday-Friday, approximately 8 hours daily, approximately 35-40 hours per week, weekly office hours
- Must be available to work all DBA-hosted events

Benefits

- Paid Sick Leave
- Paid Vacation Leave
- Paid Holidays
- 3% Simple IRA Match
- Cell Phone Stipend
- Health Insurance Coverage
- HSA Monthly Contributions
- Estimated Annual Salary \$42K, DOE

Please send cover letter and resume to Ellie Staley at ellie@downtownbozeman.org
NO LATER than August 31st, 2026.