

PART TIME POSITION ANNOUNCEMENT:

ARPA Tourism Program/ Grants Manager

Fairfax City Economic Development Office & Authority

Fairfax City Economic Development Office (“EDO”): The Fairfax City EDO is the lead agency for economic development programming within Fairfax City. The EDO is a nimble, fast-paced, client-focused office that serves to promote, identify, and assist businesses with location, expansion, and capacity building services within the City while creating systems and programs that encourage commercial and retail development and support the creation of a unique place. The Fairfax City EDO also serves as the primary point of contact with the Fairfax City Economic Development Authority (EDA), an independent but related agency of the City of Fairfax. Together the EDO and the EDA work to promote the competitive advantages of Fairfax City and work to enhance the tax base while supporting an extraordinary and equitable quality of life across the City.

Job Description:

The Part Time ARPA Tourism Program/Grants Manager will be responsible for developing and implementing 2-4 programs utilizing funds allocated to Fairfax City by the American Rescue Plan Act of 2021 (“ARPA”). **The ARPA Tourism Program/ Grants Manager will be responsible for reviewing the program parameters and guaranteeing compliance with the Virginia Tourism Corporation program guidelines.** Specifically, the ARPA Tourism Program/ Grants Manager will be responsible for the:

- Oversight, contract management, and implementation with a consultant of a program designed to develop a **Town & Gown (“T&G”)** marketing strategy targeting the George Mason University and Northern Virginia Community College communities;
- Oversight, contract management, and implementation with a consultant of a **Explore Fairfax City** virtual and print map (in conjunction with colleagues from the Departments of Historic Resources and Parks and Recreation);
- Administration of a **Mural Design and Installation (“MDI”)** initiative with the goal of procuring 1-2 murals strategically placed throughout the city that visitors can engage with on social media (this will require working with property owners and regulatory boards and commissions where appropriate; and, in conjunction with colleagues from the Departments of Historic Resources and Parks and Recreation); and
- The development and implementation of an **Artistic Light Installation (“ALI”)** program throughout Fairfax City with a priority given to the Old Town activity center for the purpose of creating installations that serve as a draw for out-of-city visitors.

**All programs are conditioned on the City’s approved ARPA Tourism proposal.*

This position will report directly to the Director of Economic Development which will provide general direction and prioritization of tasks. Oversight may also be provided by the Operations Manager, Business/ Community Engagement Manager, and Assistant Director of Economic Development. The ARPA Tourism Program Manager will be responsible for maintaining compliance with program guidelines and reporting on status and success throughout the program.

Qualifications: Preferred candidates will have at least a bachelor’s degree and 1-3 years’ experience in: program management, government administration, cultural arts or economic development work. Candidates should be familiar with Northern Virginia and Fairfax City. Candidates should be a self-starter with the ability to work independently as well as part of a team and should be comfortable partnering with multiple levels of government. The candidate must be comfortable with external stakeholders, must be comfortable with public speaking/ presenting information, and must have excellent writing and reporting skills. Attention to detail and organization is a significant component of this position’s work.

Requirements: Proficiency in Microsoft Office, Google Workspace, Slack, and minimal graphic design skills or familiarity with Canva.

Additional Details:

- \$27/hr. non-benefited, limited-term position
- Approximately 25-30 hours per week (part-time)
- Primary Location: Fairfax City Economic Development Office, 10300 Eaton Place, Ste 235, Fairfax, VA 22030.
- May require site-visits and field visits to observe program implementation and compliance.
- Schedule: 25% remote conditioned on manager's approval; subject to change given direction from the state and/or City government.

To apply:

Application can be found on the [City of Fairfax website](#). Applicants must provide a resume and cover letter.