



Job Title: Program Manager, Business Development

Organization: Los Alamos County Development Corporation (LACDC)

Program: Los Alamos MainStreet & Creative District

Status: Full-time, Exempt

Salary Range: \$60,000–\$68,000, dependent on experience

Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m.; occasional evenings and weekends required

Workplace: LACDC Suite – 190 Central Park Square, Los Alamos, NM, and coworking/business incubator location

Reports To: MainStreet & Creative District Executive Director

Position Summary

The Program Manager is responsible for managing and supporting key programs and initiatives of Los Alamos MainStreet & Creative District, including the **MainStreet Marketplace**, which features coworking, private offices, and a retail incubator. This role is highly community-facing and requires a personable, presentable, and articulate professional who excels at customer service, organization, communication, and project management.

The ideal candidate is an enthusiastic and cheerful “people-person” who can work productively with a diverse range of stakeholders while calmly managing interruptions and shifting priorities in a fast-paced environment.

Essential Duties & Responsibilities

Utilizing excellent customer service and organizational skills, the Program Manager will:

- Manage and oversee the daily operations and programming of **MainStreet Marketplace**, including coworking, private offices, and retail incubator activities
- Facilitate business transition and progress across a variety of MainStreet and LACDC programs, including but not limited to entrepreneurial involvement in the Farmers Markets', business pop-ups and Business Accelerator



- Attend assigned events from start to finish, including setup and teardown as needed
- Manage event logistics such as space setup, catering coordination, beverages, attendee greeting, and basic AV testing and operation
- Maintain schedules, timelines, and calendars for programs and events
- Work collaboratively with staff, contractors, volunteers, board members, and community partners
- Assist with sponsorship development tasks related to programs, events, and promotions
- Support marketing and communications efforts, including copywriting for promotions, calendars, and digital outreach
- Work with the Cultural Development Program Manager and contractors to implement event promotions, marketing strategies, and calendars as pertains to the business programs
- Maintain accurate records, databases, and reports for internal use, state MainStreet reporting, county contracts, and licensing agencies
- Participate in contract performance assessments and presentations with the Executive Director, including periodic presentations to County leadership
- Understand and communicate the mission, vision, and history of Los Alamos MainStreet & Creative District
- Assist with general office operations and additional projects as assigned

Desired Skills & Attributes

The successful candidate will demonstrate:

- A personable, presentable, and articulate demeanor
- Enthusiastic, cheerful, and professional customer service skills in person, on the phone, and in writing
- Excellent listening skills and clear, confident communication
- Strong administrative, organizational, and project management abilities
- High reliability, responsibility, and attention to detail
- Ability to manage diverse personalities and work effectively with a wide variety of people



- Comfort working independently and as part of a team with minimal supervision
- A self-sufficient, resourceful problem-solving approach
- Ability to remain calm and productive amid frequent interruptions, competing priorities, visitor questions, and meetings
- Adaptability in a constantly changing, fast-paced environment
- Enough technical expertise and curiosity to learn new tools, platforms, and techniques
- Willingness to learn about the entrepreneurial ecosystem in Los Alamos and Northern New Mexico

Technology & Software Skills

- Computer proficiency with Microsoft Office (Word, Excel, Outlook) and Google Suite
- Basic understanding of CRM databases, Mailchimp, Retail Point-of-Sale systems, Zoom, and WordPress
- Experience with social media platforms, website management, and design tools such as Canva

Experience & Background

- Customer-facing experience in sales, hospitality, real estate, retail, coworking, or similar environments is highly beneficial
- Prior experience in a coworking or business incubator setting—particularly in environments like **MainStreet Marketplace**—is a strong plus
- Event planning and execution experience preferred
- Nonprofit, MainStreet, economic development, arts, or community-based experience is desirable

Supervisory Responsibilities

None.



Job Relationships

The Business Development Program Manager works collaboratively with the MainStreet & Creative District team, other LACDC programs (including the Chamber of Commerce), community partners, volunteers, and stakeholders.

How to Apply

Please submit a resume and cover letter to:

Jacquelyn Connolly, Executive Director

jacquelyn@losalamos.org