

DDA Director

Location:	Flint, MI
Salary Range:	\$65,000 - \$70,000
Benefits:	Medical, Paid Leave, 10.5 Paid Holidays
Employment Type:	Full Time
Department:	Administration
Description:	DDA Executive Director Position

The City of Flint Downtown Development Authority Board of Directors has an opening for the position of full-time DDA Director.

The Director shall not be a civil servant and is not an employee of the City of Flint. The Director shall serve at the pleasure and will of the Flint DDA Board of Directors.

The salary is dependent upon qualifications, but ranges between \$65,000 and \$70,000, plus benefits. Candidates should complete and send an application, with a cover letter, resume, salary history and a list of three professional references to: *Mr. Stuart Forsyth, Chair of Executive Director Search Committee, Flint Downtown Development Authority, 412 S. Saginaw Street, Ste. 206, Flint, MI 48502.* The submittal deadline is 5:00 p.m., August 16, 2010. Please contact Larry Ford at (810) 516-0529 or email: lford@flintdda.org for questions or to obtain an application.

Duties: The Downtown Development Director is responsible for the development, execution, implementation and documentation of Downtown Development Authority (DDA) activities in the City of Flint. The Director works with the (DSBA) Downtown Small Business Association, Uptown Development, Genesee Regional Chamber of Commerce, Flint Convention & Visitors Bureau, and other community groups to further the progress and development of the downtown.

The applicant must be able to provide a variety of service associated with the well being of the DDA District:

- Implement business recruiting & retention efforts
- Coordinate communication programs
- Coordinate special events, i.e., DDA sponsored Christmas and spring events
- Establish a good working arrangement with sponsors of events, i.e., Back to the Bricks, Bikes on the Bricks, CRIM Race, etc.
- Supervise maintenance and beautification projects
 - Snow removal
 - Landscape maintenance
- Supervise parking:
 - Off street ramps & lots
 - On street parking throughout the DDA district
- Establish working relationships with:
 - Keep Genesee County Beautiful
 - City of Flint Parks & Recreation Department
 - City of Flint Traffic Department
 - City of Flint Police Department

The applicant reports to the Board of Directors. In that capacity he/she is responsible for the following:

- Develop and oversee budget
- Ensure proper records, minutes of board meetings, and human relations policies are developed and maintained
- Staff any and all board/committee meetings
- Develop and provide monthly reports of activities to the Board of Directors

The applicant is the face of the DDA. In that role he/she must be:

- The voice of the DDA
 - Speeches, radio, TV interviews, etc.
- Maintain high profile presence throughout the DDA district
- Maintain a regular visitation plan with the business and professional community within the DDA district
- Establish a working relationship with area realtors

The applicant must have the ability to work cooperatively with staff:

- Establish appropriate work schedule for personnel
- Coach and develop staff
- Willing to work flexible hours, i.e., overtime hours, weekends, and holidays

Qualifications:

Minimum Qualifications are a Bachelor's Degree in urban planning, public or business administration, marketing/public relations, organizational management, plus five (5) years experience in organizational management

Necessary Knowledge, Skills, and Abilities:

- A. Considerable knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.
- B. Must understand the issues confronting business, property owners, public agencies, and community organizations in a midsize city; and must have an affinity for the customs, traditions, and virtues of midsize city life.
- C. Knowledge of basic business management procedures and practices to effectively control department financial operations within budget and policy guidelines.
- D. Must be entrepreneurial, self-starting, energetic, imaginative and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning in a very independent environment and must possess good supervisory skills.
- E. Understanding grant writing and reporting.