

Posted: January 10, 2019

DDA DIRECTOR

The City of Buchanan's DDA Board of Directors is searching for a creative, energetic and entrepreneurial individual to lead the DDA District with an emphasis on downtown revitalization within the context of historical preservation and economic development. This is a Part Time Position. Applicants should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, marketing, land use planning, business administration, public administration, volunteer or non-profit administration, retailing, architecture, historic preservation, streetscape improvement, or small business development. Bachelor's degree preferred. Excellent verbal and written communication skills are essential.

Compensation: \$22,000 per year, with the possibility of overtime compensation

Applications must be received no later than Thursday, January 31, 2019, and should include: resume, letter of interest, salary requirements, employment history, and contact information for 3 professional references. Send applications via email to BuchananDDA@yahoo.com or deliver in person to DDA Board of Directors, Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107. For complete job description go to www.cityofbuchanan.com.

No phone calls. EOE

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Position Title: City of Buchanan DDA Director, Part-Time Position

Supervised by: DDA Board of Directors

Supervises: No supervisory responsibilities

Salary: Commensurate with experience, beginning at \$22,000 per year, with the possibility of pre-approved overtime compensation

Benefits: 5 paid days off per calendar year

Position Description:

The City of Buchanan's DDA Board of Directors is searching for a creative, energetic, and entrepreneurial individual to lead the DDA district with an emphasis on downtown revitalization within the context of historic preservation and economic development. The DDA's mission is to correct and prevent deterioration in the DDA district, to encourage historic preservation, and to promote the economic growth of the community. Applicants should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, marketing, land use planning, business administration, public administration, volunteer or non-profit administration, retailing, architecture, historic preservation, streetscape improvement, or small business development. Bachelor's degree preferred. Excellent verbal and written communication skills are essential.

First Year Goals:

- Meet one on one with every business and property owner in the district to solicit feedback on DDA programs and initiatives, use these meetings as a catalyst to significantly improve communications between the DDA Board and the district and foster cooperative working relationships
- Redevelop and administer the loan/grant program
- Increase funding for the DDA via increased TIF revenue, donations, sponsorships, grants, and other innovative methods. Funding should be sustainable to allow for a full-time DDA Director position in the future
- Increase the DDA visibility through creation and maintenance of a website and regular contact with regional media outlets through press release, photos, and interviews in the efforts to enhance appreciation of the downtown and its assets
- Coordinate White Saturday and Unsanctioned events

Responsibilities:

- Represent the Board of Directors in contact with tax payers, public agencies, various organization and groups, and with the general public and be able to build strong alliances with existing community leaders and business
- Serve as an advocate for the downtown area and district business owners
- Speak effectively on the program's direction and accomplishments, always mind of the need to influence state and national economic development policies, particularly as they relate to smaller cities like Buchanan

- Act as expert staff for the DDA Board, assists in the preparation of development plans and the cope and timing of specific projects pertaining to downtown revitalization
- Function as project/contract administrator for DDA initiatives. Assists the Board in the selections of architects, engineers, contractors, and other professionals by developing RFPs/RFQs, and coordinating the selection process. Provides day-to-day oversight of projects in progress, acting as the DDA's representative. Reviews invoices, authorizes payments, and maintains all financial and project data.
- Monitor income and expenditures
- Draft the annual budget and TIF plan in coordination with the Board
- Research and write grant proposals
- Draft the agenda for DDA Board Meetings, prepare Board packets, and attend all meetings to record minutes
- Handle all correspondence relating to the DDA
- Communicate and interface with citizens, the community, and the media to promote and support economic development issues
- Keep current with legislation and ordinance affecting the DDA, attending all pertinent meetings, seminars, and conferences when possible
- Ensure DDA abides by all applicable federal, state, and local laws and regulations, including Open Meetings Act requirements, while maintaining associated records and reporting procedures

The duties set forth in this document are described to meet the general requirements of the position and are not to be considered an all-inclusive list. Additional duties may be assigned. Employment is as will.

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