CITY OF LINCOLN PARK
Downtown Development Authority (DDA) & Economic Development Corporation (EDC)

DDA/EDC Executive Director Job Description

Work Objective
The DDA/EDC Executive Director is responsible for the administration of all local economic development programs, funds, personnel, contracts and other functions of the Downtown Development Authority, Economic Development Corporation and the Brownfield Redevelopment Authority (BRA). The Director works to retain, expand and attract business development by providing programs and services that help businesses in site selection, reconstruction, renovation, and connecting business to county and state programs. This position is also responsible for event planning, design and physical improvement, marketing and promotion for the downtown area.

Responsibilities/Duties
The DDA/EDC Director should carry out the following tasks:

- Perform most administrative tasks for the EDC and DDA including purchasing, contract management, request for proposal administration, public budgeting, grant preparation, administration, and reporting.
- Ensure that the DDA and EDC adheres to all applicable federal, state and local laws and regulations while maintaining associated record and reporting requirements.
- Coordinate and develop promotional events, advertising, and special events that support local businesses and encourage the community to shop local.
- Coordinate and collaborate with local, regional and statewide organizations to better promote and support the downriver as a region.
- Collaborate with Planner and Building Official to ensure a smooth process for onboarding new businesses, adapt to new business uses and provide business incentives where appropriate.
- Promote and develop local economic development programs including the DDA's Facade Improvement Grant and EDC Small Business Loan.
- Continue to work on design & physical Improvement projects established within the LPDDA, using the updated and restated Financing Plan and 2015 Strategic Plan.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All the above duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act (ADA).
Job Knowledge and Skills

• The Director should have education and/or experience in one or more of the following areas: public administration, finance, public relations, business administration, or non-profit administration.

• The Director must understand the issues confronting DDA District businesspeople, property owners, public agencies and community organizations.

• The Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent and often stressful environment.

• Excellent written and verbal skills are essential. Supervisory skills are desirable.

• Experience with non-profit fundraising, including corporate membership campaigns, sponsor solicitations, institutional supporters and individual donors is preferred.

• The Director must have general computer skills and be proficient in the following applications: BS&A Software, GIS software such as Google Earth and/or ArcGIS, word processing, spreadsheets, database management, and PowerPoint. Basic publishing skills are desirable.

• Excellent written communication skills including experience writing press releases, reports and resolutions. Excellent verbal communication skills including experience in public speaking, negotiation, and public participation facilitation.

• He/she should have a working knowledge of the use of social media applications such as email, listserves, website maintenance, Facebook, Twitter, Instagram, Constant Contact, LinkedIn, blogs and others.

Minimum Requirements

• Legally employable in the United States

• Valid State of Michigan Driver's License

• High School Diploma or G.E.D. Certificate

• Must pass a written examination, physical with drug screen and background check.

Ability Requirements

While performing the duties of this job, the employee works in a business office setting and occasionally in the field.

• Degree of physical demands (strength) usually associated with the essential functions of this classification:
  o Light Work: Exerting up to 20 pounds of force occasionally, and/or up-to 10 pounds of force frequently and be a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Type of physical demands usually associated with this classification:

• Regularly use hands and fingers to handle, control or feel objects.

• Squatting: lowering the body by bending leg.

• Stooping: bending body downward and forward by bending spine at the waist.

• Hearing - Perceiving nature of sounds by ear.

• Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  o Acuity, far - Clarity of vision at 20 feet or more.
  o Acuity, near - Clarity of vision at 20 inches or less.
  o Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- Color Vision - Ability to identify and distinguish colors.

- Environmental Conditions (Physical Surrounding) usually associated with this classification:
  - The Worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Processing Information – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or date.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing for or working directly with the public – Performing for people or dealing directly with the public.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

The City of Lincoln Park Downtown Development Authority and Economic Development Corporation is an equal opportunity employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.