

JOB DESCRIPTION

EXECUTIVE DIRECTOR, DOWNTOWN DOVER PARTNERSHIP

DOVER, DELAWARE

Available Position

Based on qualifications, both Full Time and Part time will be considered.

Dover, Delaware

The City of Dover is Delaware's capital and the second largest city in the First State. It is home to Dover Air Force Base, four colleges, Bayhealth hospital, many significant historical landmarks and cultural attractions, as well as a diverse and interesting central business district. Located in downtown Dover, The Green was most recently honored to become part of the First State National Historical Park and is one of the most recognizable and best community spaces in the nation. The beautifully landscaped downtown also possesses a strong legislative and governmental presence, and coupled with the Downtown Development District designation, is poised for increased redevelopment and revitalization as well as growth in the diverse downtown business mix.

Executive Director, Downtown Dover Partnership

The Downtown Dover Partnership (DDP) Board of Directors seeks, on a part time basis, an organized, dynamic, self-motivated and energetic commercial district revitalization professional to lead the DDP, a designated Delaware Main Street program. Within the Downtown Dover Business Improvement District (BID), the Executive Director will work closely with the DDP Board of Directors and its working committees as an enthusiastic advocate for downtown revitalization activities; and oversee the hands-on management of DDP programs aligned with the National Main Street® model with focuses on economic vitality, promotions, parking, merchant services, and design projects. The Executive Director will be an enthusiastic advocate for the downtown revitalization program, with particular emphasis placed on business retention and recruitment activities, as well as overseeing the management of DDP owned properties within the BID.

The ideal candidate will have extensive Main Street® or other commercial revitalization program experience in grassroots-driven, downtown revitalization programs or a related economic/community development, commercial business district management, planning, and/or historic preservation background. A successful candidate must possess strong management and communication skills, and be able to coordinate, motivate and link a broad range of downtown stakeholders, activities and projects to aid in business retention and recruitment; and competently manage volunteer-driven committees and projects.

Other Responsibilities Include:

- **Represent and market the program at the national, state, and local levels**, including to funding partners, government officials and stakeholders that include volunteers, business owners, landlords and residents of Downtown Dover.
- **In tandem with the Board of Directors, support the program mission, vision, goals, objectives, and strategies by joint creation of an annual workplan based on the National Main Street® program methodology.**

- **Oversee the administrative aspects of the program** including record keeping, budget development and management; accounting; report preparation; maintaining meeting minutes, records and books; collecting and submitting quarterly reports on downtown job/business growth and monetary reinvestment; and motivation and supervision of volunteers, staff, interns and/or consultants.
- **Act as a liaison with the City of Dover** and attend City council meetings on downtown projects and activities.
- **Supervise one full time programmatic staff person (Main Street Program Manager) and one part time administrative staff person.**
- **With board president, assist in financial oversight of the organization**, including negotiation of leases, insurance coverage, and committee expenditures.
- **Recruit volunteers to six Main Street committees, and assist DDP program staff in coordination of committee activities**, including the development and implementation of annual work plans. Attend all committee meetings and serve as the liaison between committees, the Main Street Board of Directors, the CBD stakeholders, and media outlets, ensuring that all actions and goals are synchronized. Serve as ex-officio member of all DDP committees.
- **Develop Resources:** Work with the Board of Directors to develop a broad-based fundraising campaign, to include research and development of fundraising activities, identifying private (foundations, corporations, local businesses, individuals, etc.) and public (city, state, federal) funding sources, programs, and potential partners, and lead the DPP in the grant-writing process.
- **Build strong, productive working relationships** between partners and among all downtown stakeholders.
- **Develop and implement a strong business retention program** to offer small business owners strategies and seminars to improve business and to identify “merchants at risk”. Integral to retention efforts, the manager will:
 - **Spend a minimum of 4 hours per week “on the street”** getting to know the business owners and downtown business environment as well as addressing individual business owner needs and concerns by directing them to appropriate available resources.
 - **Act as a liaison between business owners and existing business resources to address obstacles to, and opportunities for, business success.** Issues to be addressed will include small business loans, transportation and parking, building improvements, licensing and inspections, etc. and would also include resources such as the Small Business Administration, local lending agencies, Chambers of Commerce, City of Dover, USDA, etc.
- **In concert with the Economic Vitality Committee, develop and execute a business recruitment strategy.**
- **Educate property and business owners about the importance of good design** and develop a network of consultants/partners to guide in appropriate design and implementation of improvement projects, including historians, architects and contractors. Work with zoning officials to facilitate and streamline processes. Develop matching grant programs to encourage façade, signage and other physical improvements.
- **Coordinate and enhance events, promotions, and advertising strategies** with committees, staff and existing downtown organizations, the City of Dover, community groups, etc., to maximize downtown image and retail opportunities. Coordinate grand openings for new businesses, monthly events, and several other activities. Utilize social media effectively.
- **Monitor DDP construction projects in conjunction with construction and/or project manager.**
- With consultant assistance, **handle leasing arrangements and management for DDP properties.**
- With consultant assistance, **act as point of contact for Brownfield Cleanup of DDP properties.**

Qualifications:

- Bachelor's degree and minimum five years practical experience in business, finance, planning, urban affairs/public policy, community development, historic preservation, or a related field. Background in Main Street®, retail experience or working with retailers preferred.
- Proven track record in urban planning, preservation, non-profit, community & small business economic development, or volunteer/community organizing issues.
- Familiarity and experience with the Main Street® program of downtown revitalization.
- Ability to delegate responsibilities effectively and motivate volunteers is essential.
- Excellent public speaking, interpersonal, time management, organizational, consensus-building and media relations skills.
- Strong written and oral communication skills.
- Strong financial oversight capabilities.
- Experience in fundraising and grant-writing process preferred.
- Strong computer skills using Microsoft's Office Suite (Word, Excel, PowerPoint).
- Current social media skills (marketing, survey, and networking applications).
- Ability to work nights & weekends, as required.

Hours: Average of 20 – 25 hours per week.

Salary range:

\$25 – 30 K for Part Time

\$50 – 55 K for Full Time

Based on qualifications, both options above will be considered.

Electronic Submissions Only: Interested candidates should submit resume that details related experience, and names/contact information of three references, by April 20, 2018 to: maureen@downtowndoverpartnership.com.

All questions shall also be directed to the Search Committee ONLY via the email maureen@downtowndoverpartnership.com. No phone inquiries will be accepted.

Applications will be accepted until position is filled.

For updates on this position, visit: www.DowntownDelaware.org