

## JOB DESCRIPTION

Available Position

### **Dover, Delaware**

The City of Dover, Capital of the First State, is home to Dover Air Force Base, four colleges, Bayhealth hospital, and many significant historical landmarks. Also located in old 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 with new Downtown Development District designation, is poised for increased redevelopment and revitalization as well as opportunity for a varied and trendy downtown business mix.

### Executive Director, Downtown Dover Partnership

The Downtown Dover Partnership (DDP) Board of Directors seeks an organized, dynamic, 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 six working committees, and will be an enthusiastic advocate for the downtown revitalization program in the Dover central business district (CBD), providing hands-on management of the program in alignment with the National Main Street model and overseeing economic development, promotions, parking, merchant, and design projects. The DDP places great emphasis on business retention and recruitment and overseeing property within the BID.

The ideal candidate will have extensive Main Street or other commercial revitalization experience in the development and execution of a grassroots-driven, downtown revitalization program or related economic, community development, and/or historic preservation program suitable for the downtown Dover setting. Candidate must possess strong communication skills to coordinate a broad range of downtown stakeholders; ability to develop links among established stakeholders' activities and projects to aid in business retention and recruitment; and proven competency in managing volunteer-driven committees and projects.

### Other Responsibilities Include:

- **Represent and market the program at the national, state, and local levels**, including funding partners, government officials and with 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 via 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, interns and/or consultants.
- **Act as a liaison with the City of Dover** on downtown projects and activities.
- **Supervise one administrative staff person.**
- **With board president, assist in financial oversight of the organization**, including negotiation of leases, insurance coverage, committee expenditures.

- **Recruit volunteers to, and assist in coordination of activities of , six Main Street Committees.** Assist each committee in development and implementation of its annual work plan. 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. 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 identify “merchants at risk”, and to offer small business owners strategies and seminars to improve business. Integral to retention efforts, the manager will:
  - **Coordinate merchant meetings.**
  - **Spend a minimum of 8 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 include resources such as the Small Business Administration, local lending agencies, Chambers of Commerce, City of Dover, USDA, etc.
- **In concert with the Economic Development 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 to guide in appropriate design and implementation of improvement projects, including historians, architects and contractors. Work with zoning officials to facilitate and streamline process. Develop matching grant programs to encourage façade, signage and other physical improvements.
- **Coordinate and enhance events, promotions, and advertising strategies** with committees 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.** (Currently four significant projects are underway.)
- **Handle leasing arrangements for DDP properties.**
- **Act as point of contact for Brownfield Cleanup of DDP properties.** (Currently three projects are underway.)

**Qualifications:**

- Bachelor’s degree and minimum five years practical experience in business, finance, 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.

**Salary range:** \$50 –60 (Based on qualifications.)

**Benefits:** Health/retirement benefits will not be provided. Nevertheless, reasonable accommodations will be considered for the most qualified candidate.

**Electronic Submissions Only:** Interested candidates should submit resume that details related experience, and names/contact information of three references, by Wednesday, July 13, 2016 to: DEDO\_SmallBusiness@State.de.us

Applications will be accepted until position is filled. All questions shall also be directed to the Search Committee electronically. No phone inquiries will be accepted.