

DOWNTOWN REVITALIZATION

Sample Job Descriptions

Director-Downtown Revitalization Program SAMPLE #1

The primary function of this position is to serve as a leader and manager who will successfully execute goals set by the DLRP to achieve its mission, in coordination with the Executive Director of the City XYZ Downtown Revitalization Committee (or designee), while employing best practices and strong internal controls. Additionally, this person will be responsible for fund / revenue development, program growth, building partnerships with key players, and serving as a community advocate.

Essential Functions of the Director

25% of the Job Responsibilities: Advocacy

- Work in coordination with the Committee and the Board of Directors to provide strategic vision and build a long-term plan of growth and success for the organization. Balance the rate of growth and ability of the organization to serve; must understand the limits and capacity of the organization and understand what is achievable.
- Possess an overall strong advocacy mindset with the ability to expand the efforts of the organization into new areas to execute the overall mission of the organization.
- Serve as the main advocate and be the face of the organization to the community.
- Build relationships with other key players and organizations in the community in order to improve and expand program services.
- Actively work to further establish the network and expand program service.
- Recognize and capitalize on opportunities to create new revenue sources.
- Strategically identify and lead the effort to leverage additional revenue via large corporate donors.

60% of the Job Responsibilities: Managing Committees & Volunteers

- In accordance with its bylaws related to committee activities. The Director has the following responsibilities:
- Assure that the organization has an annual strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff; and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Develop an effective volunteer team, with appropriate provisions for successions...
- Encourage volunteer development and education; and assist volunteers in relating their specialized work to the mission of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse quality group of volunteers.

10% of the responsibilities: Budget and Finance

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the Board in preparing a budget and having the organization operate within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Conduct official correspondence of the organization in conjunction of the Board.
- Execute legal documents in conjunction with Board, with Board designated officers

5% of responsibilities: Other

- Any and other issues or opportunities that may require the Director's attention

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Director-Downtown Revitalization Program SAMPLE #1 (continued)

Preferred Skills:

- Good written and verbal communication skills
- Possess strong organizational skills along with coordinating multiple projects
- Industry experience in the economic development area preferably in downtown development
Demonstrated success in fundraising and development
- A strong team builder.
- Personable with the ability to establish strong relationships with others.
- Passionate about non-profit work.
- A champion for community needs.
- Strong communication skills across all levels (internally, externally and to the Board). Competency implementing new strategic initiatives.
- Comfortable with and energized by making new connections quickly.
- 3 + years of experience in related programs

Compensation Range \$_____ to \$_____

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Sample Job Descriptions

Director-Downtown Revitalization Program SAMPLE #2

DOWNTOWN COORDINATOR

Department: _____

FLSA: Non-Exempt

Reports to: _____

General Unit Pay Range: \$_____/hour, 20 hours/week

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The City XYZ is seeking an organized, dynamic, energetic commercial district revitalization professional to lead the Downtown XYZ City Revitalization Program. This individual is responsible for the coordination and oversight of the Downtown programs within the target area. This includes managing the organization's development, and overseeing the program's economic development, promotions, and design projects. Position requires a dynamic, outgoing team player with demonstrated ability to multi-task and work effectively in an independent environment. Position is currently half-time (20 hours/week).

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform. The Downtown Coordinator will be responsible for the coordination and oversight of the Downtown Revitalization Program within the target area. This includes managing the organization's development, and overseeing the program's economic development, promotions, and design projects.

ESSENTIAL FUNCTIONS:

- Build relationships with property owners, business owners, developers, professionals, elected officials, volunteers, and the community.
- Advocate for the vision of Downtown Revitalization Program and serve as the primary point of contact for the organization.
- Assist the Board of Directors and standing Downtown Committee(s) to develop an active, vibrant and sustainable downtown.
- Maintain and continue to develop the capacity of DRP to implement volunteer based, locally driven projects in downtown City XYZ.
- Position requires a dynamic, outgoing team player with demonstrated ability to multi-task and work effectively in an independent environment.
- Manage volunteers and coordinate activities of up to four Downtown Committees. Assist each committee in development and implementation of its work plan. Participate in committee meetings and serve as the liaison between committees, the Board of Directors, the business district stakeholders, and media outlets, ensuring that all actions and goals are coordinated.
- Manage 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 the business district's job/business growth and monetary reinvestment; and motivation and supervision of volunteers, interns and/or consultants.

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Sample Job Descriptions

Director-Downtown Revitalization Program SAMPLE #2 (continued)

- Represent and market the program at the local, state and national levels. Represent and promote the program with volunteers, the public, funding partners, city, state and federal officials and the business owners, landlords and residents of the target area.
- Develop Resources: Work with the DRP Committee and Board of Directors to research and develop fundraising activities for the program including identifying private (foundations, corporations, local businesses, individuals, etc.) and public (City, State, National) funding sources, programs, and potential partners. Lead the program in the grantwriting process.
- Act as a liaison between business owners and existing business resources to address obstacles to, and opportunities for business success.
- Coordinate and enhance events, promotions, and advertising strategies with existing business district organizations, the City, community groups, etc., to maximize the community image and retail opportunities.
- Attend training/conferences suggested by the Board, including occasional travel.
- Conduct other duties and tasks as defined by the Board of Directors in the future.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires both office work and field work within the Downtown District. Must be physically capable of meeting with downtown business owners and tenants at their places of business and working outdoors to coordinate and/or host events; must be capable of working in an office environment performing administrative, technical, computer and various office tasks. This position requires the employee to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility including ability to bend, stoop or move materials weighing up to 15 pounds and infrequently weighing up to 50 pounds, and requires traversing in wet and dry conditions. Character and flow of work involve normal mental and visual attention.

JOB SPECIFICATIONS:

Education & Experience:

- High School Diploma or equivalent required. Bachelor's Degree or equivalent preferred.
- Must possess valid, unrestricted Class C Oregon driver's license.
- Must have ability to understand and carry out oral and written instructions, policies, and rules in order to do job safely, and be able to complete forms and reports as required by the position.
- Minimum of 4 years of experience in one or more of the following areas: community development, historic preservation, small business development, public relations, promotions and special event management, volunteer or nonprofit administration.
- Any equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Successful applicant must understand issues confronting downtown business people, property owners, public agencies, and community organizations.
- 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.
- Experience in grant-writing process preferred.

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Director-Downtown Revitalization Program SAMPLE #2 (continued)

- Previous nonprofit experience a plus, with demonstrated ability in the areas of project management, special event planning, small business development, and volunteer recruitment.
- Strong computer skills using Microsoft's Office Suite (Word, Excel, Access and PowerPoint).

Special Requirements and Certifications:

No specific requirements and certifications beyond the educational requirement.

Supervisory Duties:

Supervision is not normally a responsibility of positions in this classification; however, coordination of the activities of one or more volunteers and temporary employees may be required of this employee.

Supervision Received:

This position is under the supervision of the _____ Board of Directors, with daily supervision provided by the Executive Director. The position plans and arranges a significant percentage of their own work.