

## **Grass Lake Village DDA Executive Director**

### **Overview:**

Under the direction of the Grass Lake Village Downtown Development Authority, the DDA Executive Director performs administrative, professional, and supervisory work to coordinate activities that support the DDA related to the TIF plan, as well as within a downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development.

### **The Executive Director Job Requirements:**

1. Reports to and is supervised by the DDA Chair/Board in all related DDA responsibilities
2. Serves as facilitator, coordinator and manager of activities that are consistent with the DDA's targeted goals and objectives and guides the organization as its objectives evolve
3. Works closely and communicates with the Village of Grass Lake's Manager and DPW Supervisor
  - a. Advising of goals and objectives both entities should be working on together
  - b. Permits, applications, etc. required for event sign placement, street closures, and conducting downtown events, etc.
4. Administratively reports and adheres to all Village policies, and accounting practices; all DDA mandates, goals and reporting requirements; and adherence with Michigan Open Meetings Act; etc.
5. Works independently and exercises judgment, integrity, and discretion in completion of duties
6. Represents the community regionally and nationally as appropriate
7. Verbal and written reporting and preparation of all materials for regular, monthly or special DDA Board meetings and verbal monthly reporting of DDA status/activities to the Village Council.
8. Establishes strong working relationships with community businesses through personal contact
9. Creates and implements a program for regular, contact with existing and new members of the DDA district businesses in order to foster relationships and provide information/communication as identified about applicable DDA planning, events, initiatives, grants, or incentives.
10. Facilitates strong and productive relationships with appropriate public agencies at the local and state levels as well as state and local associations and organizations
11. Maintains website and coordinates use and posting in order to communicate and promote DDA events, plans, program, initiatives, incentives, etc.
12. Implements capital-improvement projects that have been approved by the DDA Board; including preparing and issuing Requests for Proposals (RFPs); writing grant applications, and managing the project through completion including receipt of "as built" plans as appropriate
13. Attends trainings as appropriate for managing and administrating any aspect of the DDA which includes new programs and available resources

There is minimal clerical support for the Executive Director in carrying out these responsibilities.

**Hours:** The Executive Director must devote enough part-time energies, abilities, and talents to this position and must be available by phone during established business hours. As a rule, the Executive Director should be present in Grass Lake Village for promotional events, many of which may occur during evenings or weekends.

### **Licensing & Certifications:**

- A valid Michigan driver's license is required.
- National Main Street Certification is a bonus.

## **Minimum Qualifications:**

### **Education & Experience:**

1. Bachelor's degree (or equivalent in experience) and
2. 3 years' work experience in one or more of the following areas: commercial district management, economic and/or community development, public relations, land use planning, business administration, public administration, DDA management, Main Street experience, real estate development, volunteer or non-profit administration, small business development, other related areas.

### **Essential Knowledge, Skills & Abilities:**

1. Effectively control the DDA financial operations within budget and policy guidelines using basic business-management procedures and practices
2. Skill in the use of commonly used software for word processing, spreadsheet, desktop publishing, and presentation purposes
3. Public-relations and community-promotion skills
4. Public Speaking, oral and written communication skills, with the ability to provide clear, concise, and accurate reports and presentations to a variety of audiences
5. Interpersonal skills, with the ability to build and maintain effective working relationships with public officials, business owners, landlords, various professionals, community groups, and the general public
6. Consensus-building skills, with the ability to influence others to work cooperatively for larger goals and the common good of the Village
7. Time-management skills, with the ability to consistently meet deadlines

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics in this job description represent what *may* be encountered performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this position, the Executive Director works primarily in an office-type setting. Other settings include various business settings from retail to service to street-side. The noise level in the work environment is typically low but can range from moderate to high depending on location of work. The Executive Director is:

- Routinely required to communicate with others, on the telephone and via email.
- Frequently required to create and review computer documents and sit for long periods of time at a computer.
- Frequently required to travel to other locations, drive a car, stand, walk, and climb stairs.
- Occasionally required to stoop, kneel, crouch and must occasionally lift or move items of light to moderate weight.

**Salary:** to be negotiated

Please send cover letter and/or resume to: [dda@villageofgrasslake.com](mailto:dda@villageofgrasslake.com)