

A **Downtown Development Authority (DDA) Director** position is currently available in the **Community & Economic Development Division**. This position is responsible for directing and managing downtown development initiatives focused on economic development, revitalization, marketing, and program administration. The DDA Director works closely with City leadership, the Downtown Development Authority, business owners, property owners, and community partners to promote a vibrant and sustainable downtown district. This is a permanent, full-time position. This is a **Class 23D** position with a **starting salary of \$65,147.99 or more, commensurate with experience**.

Some of the major duties include but are not limited to:

- Administer the daily operations of the downtown revitalization program.
- Develop and implement annual work plans for downtown development initiatives.
- Coordinate business recruitment and retention efforts within the downtown area.
- Facilitate the acquisition, leasing, and marketing of downtown business properties.
- Market local, state, and federal development incentives to investors and developers.
- Assist with downtown rehabilitation activities, including providing design assistance and supporting applications for incentive programs.
- Research and prepare grant applications related to downtown development and revitalization.
- Coordinate and support promotional events and downtown activities.
- Coordinate the activities and work plans of the Downtown Development Authority and its committees.
- Prepare required reports for the State Main Street Program and National Main Street Center in accordance with program guidelines.
- Supervise, direct, and evaluate assigned staff, including the Marketing & Events Coordinator.
- Manage budgets and oversee grant and program funding.
- Build and maintain strong working relationships with business owners, property owners, elected and appointed officials, partner organizations, and the public.
- Perform related duties as assigned.

Knowledge Required by the Position:

- Knowledge of grant writing, grant administration, and budget management principles.
- Knowledge of Downtown Development Authority principles and practices.
- Knowledge of the National Main Street Program strategies and guidelines.
- Knowledge of economic development and historic preservation principles.
- Skill in strategic planning, organization, and prioritization of work.
- Skill in management, supervision, and leadership.
- Strong public, interpersonal, oral, and written communication skills.
- Ability to build effective relationships with stakeholders, volunteers, and community partners.
- Proficiency with computers and job-related software applications.

Minimum Qualifications:

- Bachelor's degree in a field related to economic development, community development, public administration, planning, or a closely related discipline.
- More than three (3) years of related experience in downtown development, economic development, Main Street programs, or a related field.
- Supervisory experience is desirable.
- Possession of or ability to readily obtain a valid Georgia driver's license.

Applications and resumes may be emailed to **Megan Tarnow** at **mtarnow@bainbridgecity.com**.

Deadline for applications: Open Until Filled

THE CITY OF BAINBRIDGE IS AN EQUAL-OPPORTUNITY EMPLOYER