

## **Job Title: Downtown Development Authority (DDA) Director**

**Type:** Full Time – Exempt

**Salary Range:** \$38,000-\$44,000

### **General Summary:**

Southgate's DDA seeks a self-motivated and energetic individual to oversee Southgate's Downtown District, focusing on business retention and attraction, revitalization projects, and events. This position works closely with multiple departments, and many different organizations and businesses throughout the City.

### **Responsibilities & Duties:**

The range of duties will vary and encompass a variety of tasks. This role requires flexibility, creativity, and a self-motivating, friendly disposition.

- Oversee the DDA Board of Directors – holding monthly meetings, developing agendas and maintaining minutes, and keeping the Board informed on Downtown information and issues
- Further all marketing efforts of the DDA – maintaining social media pages, building relationships with local media outlets, create content for the Southgate Today Magazine, and be innovative on new ways to market the District.
- Coordinate existing events and develop new events – the DDA is responsible for 10+ different events throughout the year. The Director is expected to maintain these current events, while also continually evaluating how these events can stay fresh, and researching new and exciting events that they can bring to the community.
- Build relationships – the Director is responsible for building and maintaining relationships with Southgate's business community and local organizations, keeping the relationships updated with current events, sponsorship opportunities, etc.
- Sponsorship – the Director must be able to create sound sponsorship campaigns that raise money for events and projects, and also provide marketing opportunities to the businesses who participate.

### **Work Experience**

- Experience working with Boards of Directors, Business Owners, a variety of organizations, and a broad array of partners and staff
- Success in project management, ability to meet deadlines and multitask on multiple projects at once
- Excellent written, verbal, and interpersonal communication skills
- Strong social media skills, familiar with a range of platforms
- Networking confidence, ability to meet with business owners and members of the community consistently
- Able to work independently with attention to detail
- Ability to handle an unconventional work schedule, that may include nights and weekends