



Village of Oxford DDA/Main Street Program Executive Director Job Description

Job Summary

The Oxford Downtown Development Authority/Main Street is a Nationally Accredited Main Street program, and is dedicated to the promotion, development, and historic preservation of Downtown Oxford. The Executive Director is responsible for managing and implementing the organization's objectives. The Executive Director is an advocate for the DDA District by promoting public awareness of the Main Street Program, and acting as a liaison to business and property owners, governmental officials and staff, community organizations, and others. The Director also will represent the community at local, state, and national levels.

Range of Duties

- Serve as the contact person for the DDA and Main Street Program. Be knowledgeable about the Main Street four-point approach and Main Street Refresh approach to downtown development.
- Coordinate Streetscape improvements/and promotional activities in conjunction with MDOT plans for M-24/Washington Street construction project.
- Work with the Board Chair, Board of Directors, and committees to define goals, objectives, and work plans on an annual basis. These goals and objectives should be focused on the Main Street four point approach. Guide and direct the implementation of activities as they pertain to these goals and objectives.
- Manage the administrative aspects of the DDA: record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, manage websites and social media, produce press releases and informational flyers, etc. Ensure compliance with all applicable federal, state, and local laws and regulations.
- With the Board of Directors and Committees, raise on-going public awareness and appreciation for the district's assets.
- Raise awareness of existing programs, including business resources, design and technical assistance, historical preservation planning, and other workshops available through Oakland County. Administer Façade Grant Program.
- Direct business recruitment, retention, and expansion efforts. Market the District and Main Street Program to potential business. Work with developers and building owners. Identify and recruit potential retailers and/or restaurants. Promote the downtown to increase visitors to the district and the downtown businesses.

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- Build strong and productive relationships with public agencies, non-profits, and other community groups. Implement a program of regular communication with new and existing businesses and people with the DDA District to foster support and participation in the program.
 - Help coordinate promotional events to attract people to the downtown district. Work with local media to promote and cover special events. Encourage excellent design of all promotional items to advance the district's image.
 - Maintain data systems to track the progress of the Main Street Program, including net job creation, public and private investment, volunteer hours, new construction projects and building rehabilitations, special events, and sponsorship amounts.
 - Identify volunteer tasks and responsibilities, recruit new volunteers and manage existing volunteers.
 - Maintain National Main Street Accreditation standards. Maintain a positive relationship with Main Street Oakland County and the other participating Main Street communities.

The duties listed above are intended only as an illustration of the types of work to be performed. Other duties will be necessary and assigned.

Desired Qualifications

- A bachelor's degree in urban planning, business or public administration, economic or community development, marketing, historic preservation, or a related field.
- Three to five years of experience in Main Street, commercial district management, economic/community or small business development, public relations, land use planning, business, public, volunteer, or non-profit administration, real estate development, architecture, and/or historic preservation.
- Streetscape improvement experience preferred.
- Sensitive to design and preservation issues and standards. Understand the issues confronting downtown businesses, property owners, and community organizations.
- Must be well organized, capable of functioning independently, energetic and enthusiastic, and able to multi-task in a stressful environment. Possess excellent verbal and written communication skills.
- Knowledge of economic and community development tools available for downtown revitalization.
- Must have general computer skills and use of social media applications, email, list-serves, website maintenance, and others.

Hours and Compensation

Salary Range: \$45,000 - \$55,000 depending on qualifications. Compensation based on 80 hours bi-weekly. Flexible schedule with evening meetings and extended or weekend hours for special events. The Oxford DDA offers a competitive compensation package. Anticipated start date is March 13, 2017.

To Apply

Please submit cover letter, resume, and references digitally by **Thursday, February 9, 2017** to:

Sue Bossardet
DDA Board Chair
bossardet@thevillageofoxford.org

The Village of Oxford and the Oxford DDA do not discriminate on the basis of race, color, national origin, gender, sexual preference, religion, age, or disability in employment or the provision of services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change