

## City of Cartersville

### Downtown Development Manager

**The City of Cartersville has immediate need for a Downtown Development Manager to provide leadership and direction for the City's downtown development/revitalization and Main Street Programs. This position is responsible for managing the City's downtown development program and Main Street Program, including business development/recruitment, existing business outreach, marketing/promotional initiatives, etc., in coordination with the Downtown Development Authority (DDA) Board and Cartersville City Manager.**

#### **This position requires:**

- Bachelor's degree: Business Administration, Public Administration, Economic Development, Marketing and/or equivalent experience.
- 3 years' prior experience in a leadership/supervisory role/position involving supervision/direction of paid and voluntary staff in a public or non-profit organization, preferably in DDA, Historic Preservation, Main Street revitalization focus.
- 3-5 years' experience in leadership role with Downtown Development Organization, especially in supervising/developing staff/employees.
- Ability to build strong organizational teams, both with internal and external stake holders.
- Skill in developing relationships with existing/potential membership, staff, local/state officials, and elected officials.
- Demonstrated ability to procure grants, donations, and other funding necessary to successfully accomplish Downtown Goals/objectives.
- Ability to develop budgets and ensure financial accountability.
- Excellent written/verbal presentation skills, especially in promotion of special events.
- Ability to develop/implement strategies to accomplish organizational vision and directives from DDA Board and City Manager.
- Demonstrated ability to use business/office software, especially Micro Office software and other software related to Downtown business and economic development.

#### **Position responsibilities:**

- Provide leadership/direction for Cartersville Downtown Development in implementing/completing all short/long term/strategic plans, programs, projects, initiatives, etc.
- Implement vision/initiatives/strategies in coordination with Cartersville city manager and DDA Board.
- Coordinate initiatives with allied organizations, including Cartersville-Bartow Joint Development Authority, Cartersville Visitor's Bureau, Cartersville/Bartow Chamber of Commerce, City of Cartersville Departments, etc.
- Develop processes to meet the needs of Downtown businesses and stakeholders.
- Develop annual budget for the DDA in coordination with DDA Board, City Director of Finance, and City Manager, ensuring financial accountability.
- Direct professional/paid and volunteer staff.
- Build strong relationships with appropriate local, state, federal agencies and allied organizations.
- Serve as DDA representative to DDA Board Meetings, Downtown Merchants Association meetings, and other organizations/entities as directed/required.
- Develop/present information/data in monthly report format to update City Manager and DDA Board regarding all activity and results.

**Compensation: Base salary plus excellent benefits package.**

**Qualified individuals interested in applying for this position should forward resume to:**

**[hr@cityofcartersville.org](mailto:hr@cityofcartersville.org) or fax: 770-386-5685.**