



Romeo Downtown Development Authority (DDA) Executive Director Job Description

The Romeo Downtown Development Authority (DDA), Michigan, seeks a dynamic and experienced professional as their next Executive Director. The position is responsible for developing and coordinating a plan to strengthen the economic vitality of the downtown district in consultation with the DDA Board, including but not limited to business development and retention, physical improvements and maintenance, marketing and events, and volunteer, organizational and daily operational management. The ideal candidate will possess strong leadership, communications, organizational and collaboration skills. Must be a self-starter, energetic, imaginative, and understand the dynamics of small businesses and traditional, historic downtowns.

Located in Macomb County, Downtown Romeo is a small village of over 3,700 residents and it is full of history and character within its 34 square blocks of one-of-a-kind small businesses. Romeo is known for major festivals, such as the Lavendar Festival and Peach Fest due to its proximity to farms and orchards, as well as its Halloween activities and decorations. The Romeo DDA hosts a handful of events throughout the year, but is also supportive of the other local organizations that manage the large festivals previously noted.

General Statement of Duties and Responsibilities:

The Executive Director shall be the Chief Executive Officer of the DDA and shall be responsible for the preparation of plans and the performance of all functions of the Authority. The Executive Director shall attend all meetings of the DDA Board and render to the Board and City Council regular reports concerning the activities of the DDA. Furthermore, the Executive Director shall furnish the DDA Board with any information and or reports the Board may require. The Executive Director shall not be a civil servant and is not an employee of the Village of Romeo.

Duties to be Performed:

1. Operate the DDA following the rules and provisions of Michigan P.A. 197 of 1975.
2. Develop an action plan to continue the revitalization efforts in the DDA District.
3. Develop and conduct an on-going, high profile, public image and education program, to expose the general public to the high quality and selection of businesses in the DDA District and advance the image of Downtown Romeo as a great place to own a business, work, live and visit.
4. Administer all aspects of DDA operations including, but not limited to: the preparation of agendas, reports and information pertaining to DDA Board action in advance of monthly meetings; maintain DDA Board meeting minutes, files and records; providing notice of public meetings and hearings with appropriate support and documentation as required by the law; annual budget development and implementation; responsibility of all purchasing, accounting, issuance of all notices required by law, and all correspondence on behalf of the DDA.
5. Work with the downtown business community, Chamber of Commerce, and all civic, church, and social groups with an interest in the downtown business district. This work will involve but is not limited to festivals, promotions, advertising, uniform store hours, special events, business recruitment, parking issues, etc. Serve as a liaison to encourage a cooperative climate between downtown interests, local public officials, non-profit groups and the general public.
6. Develop and maintain a database of technical information on downtown development issues, programs, services and projects; maintain an inventory of buildings and sites in the downtown district and direct rental or development inquiries to the proper persons or agents for further

discussions; maintain information on taxes, TIF funding, transportation, community services, financing tools, etc; respond to all requests for information regarding any downtown issue, prepare and distribute downtown promotional materials.

7. Continually improve, maintain, and update the DDA website and applicable social media platforms.
8. Monitor local, state, and federal legislation and regulations relating to an affecting downtown development issues for the Romeo DDA; regularly report to the DDA Board these legislative findings and how these changes will affect downtown Romeo as well as the Village of Romeo.
9. Represent the DDA and the City of Romeo at appropriate meetings and forums; effectively speak about the Romeo DDA, its programs, initiatives, upcoming projects, visions and accomplishments.
10. Work with the appropriate public agencies at the local, state, and federal levels to obtain funding for private and public project funding. These include but are not limited to design assistance, infrastructure improvements, promotions, building rehabilitation, parking, and other DDA District improvements.
11. Keep the DDA Board, City Council, local media, and other organizations informed on a regular basis, on the progress of programs and projects through the use of verbal and or written updates.
12. Attend professional development workshops and conferences on a regular basis to keep updated on current trends, industry tools, and new legislation.
13. Any other duties as may be assigned from time to time by the DDA Board, such as upkeep and maintenance of the DDA District.

Necessary Knowledge and Skills:

1. Considerable knowledge of business, economic and downtown development; knowledge of municipal zoning and infrastructure; knowledge of community planning programs and process; knowledge of Michigan P.A. 197 of 1975 and all related public acts; knowledge of TIF financing programs and other development programs such as Core Communities, Neighborhood Enterprise zones, Obsolete Buildings Act, Redevelopment Ready Communities, and Brownfield Redevelopment Act.
2. Must understand the concept of traditional downtowns and what dynamics make them succeed or fail. Must understand the issues of confronting small business property owners, public agencies and community organizations in a small traditional downtown and city. Must provide outstanding customer service. Must understand the importance of history and traditions in a small community with a traditional downtown.
3. Must be an entrepreneurial person, self-starting, energetic, imaginative and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning effectively in an independent environment and possess good supervisory skills.
4. Must possess the ability to communicate effectively orally and in written word with developers, architects, contractors, property owners, business owners, volunteers, employees and the general public.
5. Must be proficient in the use of a computer and knowledgeable in the use of Microsoft Office Suite Products: Word, Excel, Access, Outlook, PowerPoint, and Publisher, as well as any other programs that are determined to be essential to the efficiency and effective performance of the job.
6. Must possess skills in developing and maintaining effective working relations with co-workers, merchants, property owners, public officials, and the general public.

Supervision of Position:

Work is performed under the direction of the DDA Board of Directors. The Executive Director reports to the Chairman of the Board regarding work schedules, days off, work projects etc. The job requires a commitment to work evenings and irregular hours, as well as weekends during special events and special projects. The Executive Director is an employee of the DDA, and shall serve at the pleasure and will of the Romeo DDA Board.

Supervision Exercised:

The Executive Director will supervise any part-time or seasonal employees and volunteers, as well as overseeing any work performed by professional consultants hired by the DDA.

Desired Minimum Qualifications:

1. Bachelor's Degree in Urban Planning, Business or Public Administration, Marketing, or related field.
2. Minimum of three (3) years experience in related field.
3. Additional education or experience in the following areas: marketing, finance, business, economic development, grant writing, architecture and urban design, historic preservation, community planning, public relations, and journalism.

Other Requirements:

1. Must possess a valid State of Michigan driver's license.
2. Must be able to operate a telephone, presentation projector, computer printer, fax, scanner, and copy machine.
3. Must be able to bend, squat, lift, ascend and descend flight of stairs.

Job Type: Full-time

Salary: \$50,000.00 - \$60,000.00 per year

This a position that is exempt from overtime under the FLSA and is salaried.

Complete application package must be received no later than September 15, 2024.

Submit resume, letter of interest and three references via email only to: Romeo Downtown Development Authority, info@romeodda.org, Subject: DDA Executive Director Position.