



Edmore Downtown Development Authority

DDA Director/Marketplace Manager Job Description

The Village of Edmore is seeking a dynamic and creative leader to serve as the Director of the Edmore Downtown Development Authority and Manager of the recently renovated Edmore Marketplace.

The ideal candidate will be an energetic and self-motivated individual that will proactively work to ensure the Village is leveraging its resources to make the Edmore Downtown and Marketplace a destination not only in Montcalm County but within the region. This is a newly created position and the ideal candidate will understand the trends in the economy and the role of local government in placemaking and quality of life while fostering business development.

A successful candidate must enjoy and actively pursue networking with the local business community and working directly with both large and small business owners on helping them succeed. Primary duties include developing and implementing projects, marketing the Downtown through events and promotions, development and operation of a Farmers Market/ Four Season Marketplace and pursuing available sources of funding.

The position shall serve at the pleasure and will of the Edmore DDA Board under the supervision of the DDA Board Chair. The position will also work alongside the staff of the Village of Edmore including the Village Manger, Finance Director and DPW Supervisor.

Duties:

The DDA Director/ Marketplace Manager shall initiate and coordinate the downtown revitalization programs for the Village of Edmore. Develop and foster business relationships in the DDA and Edmore Marketplace through community engagement, structuring and implementing Marketplace vendor contracts and fostering the business climate. The DDA Director/Marketplace Manager shall be the chief executive office of the DDA and shall be responsible for the preparation of plans and the performance of the functions of the DDA, in conjunction with the DDA Board.

The DDA Director/Marketplace Manager shall attend meetings of the DDA Board and shall apprise the DDA Board of the activities of the DDA and furnish information or reports governing the operation of the DDA as required by the DDA Bylaws, Village Ordinance and the DDA Act of 1975. Hours to be worked will vary.



Qualifications:

Minimum qualifications are a Bachelor's degree in urban planning, public or business administration, marketing/public relations, or a similar field; an at least two (2) years of experience in same or related field. Demonstrated experience in economic and/or community development may supersede Bachelor's Degree requirement.

Required Knowledge, Skills and Abilities

- A. Considerable knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs, processes and grant applications
- B. Must understand the issues confronting business, property owners, public agencies and community organizations in a small village; and must have an affinity for the customs, traditions, and virtues of small town life
- C. Knowledge of basic business management procedures and practices to effectively control department financial operations within budget and policy guidelines.
- D. Must be entrepreneurial, self-starting, energetic, imaginative, and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning effectively in a very independent environment and must possess good supervisory skills.
- E. Must have a valid driver's license and reliable transportation and be able to travel as needed, throughout Edmore and neighboring counties for meetings and community involvement.
- F. Researches grant opportunities, prepares and submits applications and administers grant funded projects, as appropriate
- G. Must be able to perform light physical work
- H. Skill in the use of office equipment and technology, including computers and related software.
- I. Ability to attend meetings scheduled at times other than normal business hours to travel to other locations within the County, region and State.



Principal Duties and Responsibilities

The Employee duties will encompass a variety of tasks as determined by the Edmore DDA Board. Annual Evaluations will be based on defined goals and objectives agreed upon by the DDA Board. The Employee will:

Be knowledgeable about the Edmore Marketplace & Farmer's Market Plan for economic revitalization. Work with the Edmore DDA Board to implement and direct the program of the organization.

Develop funding sources for expansion and development of Edmore in conjunction with other organizations, agencies, and government entities.

Direct efforts at business recruitment, retention and expansion, including providing information, expertise and appropriate referrals to business owners, marketing Downtown Edmore to outside businesses, working with developers and building owners to enhance the quality of retail and commercial space.

Facilitate the inter-organizational cooperation and synchronization of all activities and development efforts between existing and new interest groups that impact Downtown Edmore.

Attend DDA Board and related meetings as necessary or as indicted by the DDA Board.

Work with Village Finance Director and any required financial personnel to maintain the budget for Edmore Downtown Development Authority.

Manage recruitment, evaluation and retention of volunteers, including members of special project volunteers, and short-term volunteers.

Produce press release and maintain good relationships with the various media in the surrounding areas. Write, edit, and publish informational brochures, information packets, and flyers.

Prepare necessary reports, summaries and papers.

Maintain all files and records pertaining to the Edmore DDA, including an annual report on work accomplished and future goals.

Perform other duties as may be assigned from time to time by the DDA Board.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all jobs that may be performed by such a person. Other duties, clerical or otherwise, may be required.

Salary Range: \$15-\$20 per hour** ** Based on Qualifications

Part Time Positon: Average 20-30 hours a week



How to Apply:

Submit a Cover Letter and Resume to Village Manager, Neil Rankin, at the address or email listed below:

Neil Rankin, Village Manager

Village of Edmore

209 S. Sheldon Street

PO BOX 170

Edmore, MI 48829

Or

villagemanager@edmore.com

This position will remain open until filled with review of candidates.

Questions: Contact Neil Rankin, Edmore Village Manager at

villagemanager@edmore.com or (989) 427-5641

THE VILLAGE OF EDMORE IS AN EQUAL OPPORTUNITY EMPLOYER