



Executive Director Job Description

Introduction

The mission of the Athens Downtown Development Authority (ADDA) is to promote, maintain, and enhance a safe and economically viable central business district by focusing both public and private resources on the fulfillment of downtown's potential to benefit the entire community.

Position Summary

Our ideal candidate will be a motivated, goal-oriented professional with more than 8 years of experience in an economic development, planning or historic preservation organization. This position requires a blend of the key skills listed below supported by strong strategic thinking, political, and communications skills. The ability to delegate to and motivate staff members will be critical.

Education Requirements

A four year degree is preferred. A master's degree and management experience are ideal.

Salary and Benefits

Salary will be commensurate with experience, but anticipated to be in the \$75,000 - \$90,000 range. Full benefits including health insurance and retirement benefits are available.

Key Skills

The Executive Director should have the strongest possible combination of the following skills:

- **Economic Development** - Ideal candidate will have a strong background in economic development with experience in the following areas: recruitment, expansion, and retention of businesses in the downtown area; experience in working with developers and investors in a downtown or urban setting; experience in implementation and execution of a master plan; ability to assist those seeking to make an investment in downtown Athens; ability to develop and maintain an inventory of downtown spaces; experience with grants.
- **Communications** - The executive director role requires timely and professional interaction with many constituents, including downtown property owners, downtown business owners, the general public, government and quasi-government services, and the University of Georgia and its students, staff and faculty. The ADDA director will maintain professional but independent relationships with government or contracted agencies overseeing downtown infrastructure, streetscapes, cleanliness and downtown maintenance services. The ability to advocate for downtown business and property owners with various audiences is critical.
- **Marketing and Public Relations** -The executive director is expected to understand the use of marketing through online and digital strategy, print and collateral advertising, public relations

and promotions. These skills should be used to market downtown Athens, to support existing and prospective businesses, and to clearly communicate ADDA initiatives.

- **Finance** - Candidate should possess financial experience in three areas: budgeting, reporting, and financing. The executive director will employ sound fiscal management policies and practices; provide monthly updates to the Board of Directors on the ADDA's financial position including presenting a financial report; prepare the annual budget with the board; present proposals and make recommendations for Board consideration; and continuously monitor all expenses and disbursements comparative to annually budgeted amounts.
- **Parking** - Ideal candidate has a background and understanding of parking services in order to supervise and advise the director of parking for the Downtown Athens Parking System.
- **Organizational Management** - Candidate should have experience in office management, and will be responsible for the efficient operations of the ADDA office. This includes preparation of all reports as required by governmental agencies; develop and maintain systems to track the progress of the organization; hire, train and supervise all employees as directed by the board; supervise all contractors and professional consultants and communicate their performance to the Board; with staff, schedule and arrange all ADDA and DABA meetings, record and maintain minutes, prepare agendas, meet open records requirements, and facilitate special presentations.

To apply, please email a cover letter, resume, professional references, and salary requirements to HR@DowntownAthensGA.com. Print materials should be directed to:

Athens Downtown Development Authority
Attn: Executive Director Search
250 W. Broad Street, Suite 108
Athens, GA 30601

The position will be open until filled, although the ADDA plans to select the best candidate quickly. To guarantee review of application, submit application materials no later than 12:00 pm on Friday, December 16, 2016.