City of Northville Downtown Development Authority

**Scope of Services: Assistant Director**

The Assistant Director is responsible for professional planning, marketing, administration and organizational support to the Executive Director and the DDA Board of Directors. The position functions with considerable independence on a day-to-day basis in performing activities and is held accountable for results.

# Responsibilities include:

* attendance and support for DDA related committees
* promote and encourage economic development of the downtown
* special projects as assigned by the DDA Board of Directors or DDA Executive Director
* preparation of special reports
* maintenance of DDA’s website using SiteBuilder software
* planning and implementation of DDA special events
* coordination and oversight of all marketing related activities including DDA Newsletter, ad campaigns, bi-monthly event cards, walking maps and directories
* preparation and submission of weekly invoices to Finance Department
* preparation of DDA Board packets and development of meeting minutes

In addition, the position will interact with downtown merchants, property owners, public officials, and the general public in order to implement DDA goals and objectives.

# Work Schedule:

This position will work a five-day work week with the requirement to work occasional extra hours and days as necessary to represent the DDA at events and meetings.

# Essential knowledge, skills, abilities, and minimum qualifications:

The requirements listed herein are representative of the knowledge, skills and abilities and minimum qualifications necessary of the Assistant Director to perform the responsibilities of the position. Applications will be evaluated on their ability to meet these qualifications.

* Bachelor’s Degree in Business, Marketing, Urban Planning, Economic Development, Communications or related field.
* Minimum of three (3) years of experience in the same or related field.
* Skill in the use of Microsoft Office software for word processing, spreadsheets, database, and Power Point for report and presentation purposes and in the use of web page software.
* Skill in communicating both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences.
* Skill in building and maintaining effective working relationships with members of the public, public officials, various professionals, other City departments, and the general public along with the ability to work cooperatively for larger goals and the common good of the DDA.
* Entrepreneurial, self-starting, energetic, and have the ability to prioritize tasks and assignments. Must be capable of functioning effectively in an independent environment.
* Ability to effectively meet all deadlines.

# Salary and Benefits:

* Full time non-union position: 40 hours per week
* Salary range $45,000 - $55,000. Salary commensurate with experience
* Benefits as provided under the City of Northville Personnel Policy Manual

# Selection:

The DDA is accepting applications through June 2, 2023.

The successful candidate will be required to take and pass a pre-employment physical including drug test and background check. Interested applicants should submit a City of Northville Employment Application and resume with references via email to lward@ci.northville.mi.us or mail to Lori Ward, Executive Director, 215 W. Main Street, Northville, Michigan 48167. The City of Northville is an ADA/EOE employer.