CITY OF JACKSON
Founded 1829

City Manager's Office
Human Resources Division

161 W. Michigan Ave. • Jackson, MI 49201
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THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: DDA Executive Director

** EQUAL OPPORTUNITY EMPLOYER **
The City of Jackson is committed to becoming a more diverse, equitable, and inclusive organization. We are dedicated to creating an environment that fully embraces all our differences and shared experiences.

General Summary:
Under the supervision of the Downtown Development Authority (DDA) Board of Directors, the DDA Executive Director is responsible for creating and managing projects that meet the objectives of the DDA. The Executive Director is an advocate for the DDA, providing information and background on the goals and accomplishments of the DDA to business owners, city officials and staff, and other interested persons. The Executive Director will promote and organize downtown activities, educate businesses, serve as a listener/collaborator/facilitator/coordinator, and build positive relationships with various City and community partners. Creative thinking and attention to detail are a must.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, use hands and fingers, talk and hear. The employee must be able to operate a personal computer, a telephone, copier, and other office equipment. The employee will occasionally lift and/or move up to 20 pounds of material and will occasionally have to climb steps. Specific vision abilities required by this job include close vision (small print), peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to enter, exit, and operate a motor vehicle.

Eligibility Requirements:
Bachelor's Degree including coursework in public administration, communications, marketing or related area. Minimum of two years successful experience in increasingly responsible position involving similar duties; or the equivalent combination of education and experience.

- Skill in event planning and management
- Experience with fund development/fundraising, including but not limited to sponsor relationship, grant application/administration, etc.
- Knowledge of basic business management procedures and practices to effectively control the DDA financial operations within budget and policy guidelines.
- 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 developing and using effective public relations and community promotion techniques.
- Skill in building and maintaining effective working relationships with public officials, business owners, landlords, various professionals, community groups and the general public. Ability to influence others to work cooperatively for larger goals and the common good of the Jackson community.
- Advanced computer skills related to marketing and design. Skill using MS Publisher, Canva or other graphic design tool, and excel is desirable.
- The candidate must be able to relate to the needs of the downtown business community, deal effectively with a broad range of people and be able to coordinate complicated events, promotions and programs.
- Must be a dynamic self-starter, proficient in working with a wide variety of responsibilities and able to be accurate with detailed information despite distractions.
- Must have experience working cooperatively in a team environment.

In addition to the above requirements, the DDA requires all employees be able to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. DDA employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon employment with the DDA; and must be physically and mentally able to perform the essential duties of their position without excessive absences.

Employees must have and maintain residence within 20 miles of City within one (1) year of hire date. The position of Executive Director is an FLSA exempt, salaried, at will position.

The DDA does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicap, or marital, status as to: access, availability, employment, or participation in any of its programs and activities

It is the policy of the city to promote and encourage the recruitment, hiring, training and advancement of all persons and not to discriminate against any employee or applicant for employment because of religion, race, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, familial status, marital status, source or level of income, height, weight, religious or political opinion, union affiliation, and physical or mental handicap unrelated to the individual's ability to perform the duties of a particular job or position.

Salary: $50,000 per year

Benefit Package may include:
- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: November 23, 2022
Application Deadline: December 22, 2022

To Apply:
- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A cover letter and resume must accompany the completed job application.
- Job applications will be accepted in-person, email(apply@cityofjackson.org), or by mail at:

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