



## **PROGRAM MANAGER, ECONOMIC DEVELOPMENT & ENTREPRENEURSHIP**

The Downtown Dayton Partnership (DDP) — a non-profit organization with a mission to make downtown Dayton a better place to live, work, create, and play — is looking for the right person to join our team as the Program Manager for Economic Development and Entrepreneurship. This position requires a minimum of a bachelor's degree and related experience in the areas of project management, sales, business / entrepreneurship, commercial real estate, community development, or marketing. The successful candidate for this position must be creative, entrepreneurial-minded, have a high-level of attention to detail, and display strong written and verbal communication skills.

### **The ideal candidate will meet the following qualifications:**

- Bachelor's Degree in business, marketing, public administration, finance, or a related field
- 5+ years of relevant experience
- Strong one-on-one communication skills and personal interaction
- Proven project management skills and track record of guiding projects from conception to completion
- Entrepreneurial-minded; comfortable creating structure for new initiatives and programs
- Experience crafting strategic messaging and materials, such as proposals, brochure copy, reports, and newsletters
- Experience in economic development, commercial real estate, or a related business field is a plus, but not required
- Strong PC ability, including proficiency in Microsoft Word, Excel, PowerPoint, and Outlook

### **Duties and responsibilities include:**

- 1. Leadership of strategic community initiatives and programs that strengthen the value proposition of downtown as an office address and facilitate continued economic growth for the center city**
  - Support the implementation of the Greater Downtown Dayton Plan, with an emphasis on leadership of projects that grow the downtown business community
  - Devise and implement innovative partnerships and programs with downtown office building owners that enhance downtown commercial office locations
  - Create and implement promotional initiatives, events, and other strategies that target industry sectors more likely to consider a downtown office location (e.g. the defense community)
  - Support the growth of the entrepreneurial ecosystem, including the DDP's partnership in Launch Dayton and the Hub at the Dayton Arcade. Lead initiatives that leverage the energy in the startup community and the emerging network of technology commercialization programs to increase downtown economic activity
  - Lead new programs and partnerships with the rapidly growing downtown shared workspace offerings. Partner with shared workspace managers to showcase their properties and engage their clients in the downtown business community

## **2. Lead downtown office space searches through the DDP Site Seeker program**

- Coordinate the DDP's support of downtown office space searches, including fostering relationships with business prospects, communicating the value proposition of a downtown business address, and showcasing downtown office properties
- Build strong relationships with downtown commercial property owners, regional commercial real estate agents, and economic development partners
- Facilitate connections to economic development resources and other financial tools that play a critical role in the economic feasibility of commercial real estate projects

## **3. Support DDP strategic marketing efforts targeted at growing the downtown business community**

- Working with the DDP's Marketing and Communications team, support the creation of marketing campaigns that promote the value proposition of a downtown business address
- Develop messaging content and outreach strategies that target the industry sectors most likely to locate their offices in downtown Dayton
- Promote the growth of the downtown startup ecosystem and showcase the center city as the regional hub of innovation and creativity
- Craft compelling and creative proposals for businesses considering a downtown office location

## **4. Support other core DDP programs and services**

- Visit with at least 30 downtown businesses each year and serve as an advocate (and trouble-shooter) for issues that affect the downtown business community
- Create and implement creative placemaking projects that are targeted in the heart of the Central Business District and enhance the environment surrounding downtown Dayton's most iconic office properties. Programs could include public space activation, murals and other forms of public art, banners, interactive installations, landscaping, and other improvements and programs that create vibrancy in the center of downtown Dayton
- Support the research and analysis of downtown economic development metrics and tracking of other information critical to the downtown business community
- Assist the City of Dayton to connect with new businesses for questions and processes related to zoning, permitting, and any special privilege requests in the public realm

## **5. Assist with other special initiatives as identified by the Vice President of Economic Development or the President of the DDP**

If you are interested in joining our team, please email a cover letter and resume to [turner@downtowndayton.org](mailto:turner@downtowndayton.org) or mail to:

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