

ECONOMIC DEVELOPMENT MANAGER

The Downtown Dayton Partnership (DDP) seeks an entrepreneurial-minded individual to be part of an organization whose goal is to strengthen the urban core. This position requires a minimum of a bachelor's degree and three to five years of 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 economic development manager will participate in the development and implementation of strategic initiatives related to **economic development programming, relationship management, and research activities.**

Economic Development Programming

- The manager will help create and execute economic development-related programming to attract and retain businesses – both office and first-floor. These include:
 - Site Seeker, a free site selection service for businesses to identify downtown commercial space for lease (ongoing).
 - Retail Lab, which is a 12-week, biannual program designed to prepare first-floor commercial tenants to become long-term, sustainable businesses for new first-floor spaces.
 - Downtown has a strong startup network and participation in this network is important to this role. Referrals for commercial space come from this network, and the DDP refers businesses to this network when they're in need of consultation.
- The manager will oversee day-to-day tasks related to maintaining downtown's Designated Outdoor Refreshment Area.
- The manager will help create and execute marketing strategies designed to attract and retain business tenants (first-floor and office users).
- The manager will help develop and execute messaging and strategy for all downtown business-related marketing that align with downtown's value proposition and attracting talent.
- The manager will work with the economic development director to create an annual work plan, which supports the SID services plan.
 - Projects should include an emphasis on creating greater equity for minority and under-represented populations for economic opportunities downtown.

Relationship Management

- The manager will conduct business retention and expansion (R&E) visits, ensuring the manager is able to maintain monthly and yearly goals.
- The manager is responsible for scheduling and conducting quarterly downtown property managers' meetings to keep building personnel updated on ongoing activity.
- The manager is responsible for building strong relationships with key partners and other stakeholders and is expected to:
 - Participate in professional organizations and associations that support place management strategies, economic development strategies, and other key aspects of the work plan.
 - Build strong relationships with downtown commercial property owners, regional commercial real estate agents, and economic development partners.

- Facilitate connections to financing partners, local lenders, and other potential resources for acquiring capital necessary for a first-floor lease.
- Network with programming partners and entrepreneurs in the startup community, identifying needs and connecting them with potential solutions downtown.

Research and Development

- The manager must stay current on local, state, and national economic development trends. There are ever-changing laws related to what financial tools are available, and the manager is expected to keep up with those changes.
- The manager will help create Placer reports for developers to assist with tenant recruitment. The manager also can use Placer reports to support community partners, as advised.
- The manager must become familiar with City of Dayton building codes, construction permits, and other steps a developer, property manager, or business might encounter.
- The manager should become engaged in researching trends across different municipalities. The manager is always on the lookout for a great idea that could be implemented in Dayton.
 - The manager should view the research and possible projects through a lens of diversity, equity, and inclusion to ensure opportunities are widely accessible to all Daytonians.

Special Projects

- The manager will assist the director with key strategic planning initiatives including the Special Improvement District (SID) services plan, Greater Downtown Dayton Plan and other planning efforts.
- The manager will work on special projects with other members of the DDP as assigned. These projects may be multi-faceted, and the manager will need to lend guidance on any aspect of the project to create the highest economic impact for the property owners and businesses.

This is not a complete or exhaustive list for the economic development manager. The DDP constantly responds to the changing environments in the business, political, economic, and social landscapes. The manager (as well as other DDP team members) acknowledge and accept that their role may require flexibility and adaptability to tackle current and future challenges.

If you are interested in joining our team, please email a cover letter and resume to turner@downtowndayton.org or mail to:
Downtown Dayton Partnership
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