



## **Economic Development Director**

### **Description**

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The Downtown Norfolk Council (DNC) as the leading advocate for Downtown Norfolk, is a strong, focused, and effective voice advancing Downtown's position as the thriving cultural and economic center of Hampton Roads. DNC is a non-profit 501(c)6 organization.

DNC is looking for a driven economic development professional with a passion for downtowns that will complement the existing management team. This is a new position that will develop and support programs and services that sustain and grow the economy of downtown so that it enhances value and increases occupancies for all downtown properties so that downtown continues to outsize its contributions to the overall economy of the city.

Specifically the position will focus on overall business retention, street level business recruitment, support the overall attraction of new businesses in partnership with others, and coordinate the collection and communication of economic data specific to downtown. The position is also responsible for oversight, business recruitment and staff management at the Selden Market, Downtown Norfolk's first retail incubator for new and emerging businesses.

Position Reports to: President/CEO

### **Qualifications**

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- Bachelor's degree in Economic Development, Real Estate, Business Administration or related field
- A minimum of three years of progressive experience in economic development or related experience including staff management experience
- Strong knowledge and skills in working on economic development principals, market research and data collection and management
- Market awareness and credibility that allows for key relationship building
- Excellent writing and verbal communications skills
- Excellent interpersonal skills, including the ability to build relationships, build support among stakeholders, listen and provide assistance
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action
- Track record exhibiting a reliable, strong work ethic and team attitude
- Ability to take action quickly and effectively
- Creativity, innovative implementation skills, problem solving
- Self-manager

### **Benefits**

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DNC offers a generous benefits package including health and dental insurance, 401k retirement program and parking.

### **Apply**

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Interested candidates should send a resume and cover letter that includes salary expectations to [sepley@downtownnorfolk.org](mailto:sepley@downtownnorfolk.org) by August 23, 2019. In the email subject line please include the position title.