

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 and visionary 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. It will enhance value and increase 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 street level business recruitment and retention, ensuring there is a shared vision amongst property owners, support of the overall retention and attraction of businesses in partnership with others and coordination of 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.

QUALIFICATIONS

- 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 and problem solving skills.
- Self-manager.

Due to the nature of Downtown Norfolk Council and Selden Market initiatives, there will be a need for the Economic Development Director to work before and after normal

Economic Development Director

business hours to attend meetings and provide additional service for DNC and market events and activities.

To support DNC and Selden Market events, it will be necessary for the Economic Development Director to load and transport equipment and supplies. Additional event support will require standing for extended periods of time, with periods of rest, for a range of three to ten hours.

BENEFITS

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

Salary Range: \$75,000.00 - \$85,000.00 based on experience

**Please submit your resume and cover letter for consideration to
HR@PrincipleStrategies.com**

The Downtown Norfolk Council is an award-winning organization comprised of more than 300 businesses and individual members dedicated to promoting and enhancing business, cultural, retail and residential initiatives in Downtown Norfolk. For more information about Downtown Norfolk Council, please go to www.downtownnorfolk.org.