



The Downtown Memphis Commission (DMC) seeks a proven leader and professional who understands the unique design and human factors necessary to continue Downtown Memphis' progress as a Downtown for everyone.

City, county, and business leaders recognize that a healthy, vibrant Downtown is a catalyst for growth and sustainability throughout our region. The DMC mission is to advance Memphis and Shelby County by making Downtown a better place to live, work, engage, and invest. The organization seeks an action-oriented individual who can manage complex real estate and finance deals along with an extensive array of incentive programs while energizing and navigating a host of personal relationships, resources, and partnerships. The DMC seeks a CEO to serve as the champion for growth and vitality in Downtown Memphis.

Among other qualifications, the DMC President/CEO must possess:

- **Vision** to see how investment in and vitality of Downtown benefits the entire region and ability to obtain support from elected officials of this assertion.
- **Strong financial literacy** and ability to understand complex matters including but not limited to property taxes, debt and bond financing, long-term financial modeling, and budgets.
- **Proven collaboration skills** needed to work with related entities.
- **Proven success obtaining support** from various stakeholders on both specific and broad matters affecting both few and many of such stakeholders.
- **Excellent Leadership Skills** to manage and motivate staff.

Essential Functions

- Serves as **President and CEO** of the Downtown Memphis Commission, Center City Development Corporation, Center City Revenue Finance Corporation, Downtown Mobility Authority and Design Review Board. Reports to the Downtown Memphis Commission board.
- Employs all staff. Full time staff: 15. Total Staff: 50. Including six direct reports.
- Establishes and is accountable for the agency's annual work agenda, the development of the agency's annual operating budget, and the allocations of its funds.
- Is accountable for the organization's total revenues and expenses. Operating Budget: Approximately \$12 Million.
- Is responsible for the DMC's approximately \$75 million in total assets.
- Is directly involved in working with all of the agency's departments: Planning & Development; Operations; Marketing & Communications; Finance & Administration.
- Through various boards, establishes and maintains a strong public/private partnership focused on Downtown redevelopment.
- Establishes and maintains working relationships with key community organizations, local and national redevelopment constituencies, and government bodies at all levels; seeks support, financial and otherwise, for agency plans and programs.
- Serves as Downtown's primary public spokesperson.

Functions

- Promotes Downtown Memphis nationally and internationally, and stays abreast of best practices, through participation in key industry organizations (e.g., International Downtown Association, Urban Land Institute, etc.)

Suggested Skills and Expertise

- Strong understanding of real estate development, including finance.
- Strong understanding of municipal finance, public incentive programs, and capital investment budgeting.
- Expertise in crafting public/private partnerships.
- Strong understanding of urban design principles as they relate to central business district characteristics.
- Understanding of issues confronting Downtown business and property owners, public agencies, and community organizations.
- Ability to develop and maintain effective working relationships with government officials, business owners, real estate development entities, and financial institutions, City and County staff, and community members.
- Strong written and verbal communication skills, particularly public speaking.
- Budget preparation, fiscal management and analysis.
- Strong belief in diversity and experience in working with diverse people.
- Record of personal and professional integrity, and emotional stability.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to analyze facts, exercise sound judgment, and arrive at valid conclusions.
- Ability to establish and maintain effective working relationships with stakeholders, colleagues, subordinates, Memphis City and Shelby County officials, officials from other governmental and private organizations and the general public. Be viewed by all stakeholders as an "honest broker" within an environment of powerful competing interests.
- The ideal candidate will possess a demonstrated record of performance leading change.
- History and proven track record of influencing diverse organizational stakeholders with regard to coordinated strategic planning, branding, and unified tactical implementation.
- Experience in revitalizing urban environments.
- Strong economic development credentials with both private sector and government real estate and finance.
- Experience working in collaboration with local and regional economic development organizations.
- Experience in private, public, and non-profit sector fund raising.
- Experience in packaging deals with prospective investors, developers, and business owners.
- Familiarity with local, state, and federal funding resources (tax incentives, etc.) available for "deal making."
- Proven ability developing and monitoring local, state, and federal legislation, programs, and proposals; demonstrated experience assessing potential implications and/or organizational opportunities of same.

EDUCATION:

Bachelor's Degree or higher in the following or closely related fields:

- Business/Business Administration, Finance, Public Administration, Urban Planning/Design, Architecture, Real Estate Development, Government, Legal, or other professional expertise.
- A minimum of ten (10) years experience in relevant positions, particularly those related to real estate development, public/private partnerships, civic or non-profit development, with a minimum of five (5) years in increasingly responsible supervisory or management positions.

