



CITY OF HAMPTON
Department of Human Resources
22 Lincoln Street,
Hampton, VA 23669

<http://www.hampton.gov/hr>

**INVITES APPLICATIONS FOR THE POSITION OF:
Business Development Coordinator-Phoebus Partnership**

An Equal Opportunity Employer

SALARY

\$1,690.15 Biweekly \$43,944.00 Annually

ISSUE DATE: 08/04/21

FINAL FILING DATE: 08/22/21

THE POSITION

Responsible for the administration and management of the Partnership for a New Phoebus, Inc. Provides ongoing leadership and implements the strategic plan of the Partnership for a New Phoebus, Inc. to ensure that Phoebus is a thriving residential and business community.

EXAMPLES OF WORK

- Serves on behalf of the City of Hampton as the manager for the Partnership for a new Phoebus, Inc.
- Oversees the day-to-day administration and management of the Partnership for a New Phoebus, Inc.
- Prepares an annual fiscal budget in consultation with, and for approval by, the Partnership for a New Phoebus, Inc. Board of Directors ("the Board"); administers annual fiscal budgets in a fiscally responsible manner that conforms to the Board's approved By Laws and financial policies; provides monthly budget reports to the Board.
- Serves as the Phoebus Community's liaison to the City of Hampton and works with the City Manager's Office and City Council appointed Boards and Commissions as required.
- Coordinates the revitalization, business retention, and business attraction activities in Phoebus.
- Participates in the update and implementation of the Phoebus Master Plan.
- Assists in the development of Capital Improvement Projects (CIP) for Phoebus.
- Assists in the development and delivery of community meetings and special events in Phoebus.
- Develops print, electronic, and social media marketing campaigns to promote Phoebus as a destination.
- Develops and maintains operating policies and procedures for the Partnership for a New Phoebus, Inc.
- Provides weekly written update reports to the Board.
- Implements programs and activities to enhance the Arts and Cultural District in Phoebus.
- Performs other duties as required.

QUALIFICATIONS

Bachelor's or master's degree from an accredited college or university with a major in marketing, business, urban planning, finance or related field. Minimum of five (5) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development.

Knowledge of intergovernmental operations and the redevelopment process preferred. Must be able to bridge between the private sector and public sector. Must be a dynamic public speaker and an excellent writer. Must be able to work with a team comprised of multiple disciplines. Experience working with historic districts and experience working for non-profit organizations preferred. Proficient use of personal computers and the associated operating systems (both Windows based and Apple). Proficient use of Microsoft Office (Word, Excel, PowerPoint, and Outlook). Knowledge of financial reports and proficient use of QuickBooks. Demonstrated ability to provide excellent customer service and foster effective public relations with diverse populations.

Must possess and maintain a valid drivers license, and must have a satisfactory driver's record based on the City of Hampton's criteria. A criminal background check related to this position is required.

FEATURES

Performs duties under the limited supervision of the Director of Economic Development. Requires compliance to the adopted Bylaws and financial policies of the Partnership for a New Phoebus, Inc. Requires extensive contact with City officials and staff, the Partnership for a New Phoebus, Inc. Board of Directors, members of various community groups, professional organizations, key educational and cultural institutions, and the general public. Requires attendance at evening and weekend meetings and special events. This is an exempt position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.hampton.gov/hr>

EXAM #06409
BUSINESS DEVELOPMENT COORDINATOR-PHOEBUS
PARTNERSHIP
SD

Business Development Coordinator-Phoebus Partnership Supplemental Questionnaire

- * 1. Bachelor's or master's degree from an accredited college or university with a major in marketing, business, urban planning, finance or related field.
 Yes No
- * 2. I have a minimum of five (5) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development. Your application must reflect where you gained this specific experience.
 Yes No
- * 3. I have direct work experience with intergovernmental operations and the redevelopment process. Your application must reflect where you gained this specific work experience.
 Yes No
- * 4. I have direct experience working with historic districts and experience working for non-profit organizations. Your application must reflect where you gained this specific experience.
 Yes No
- 5. This position requires that you possess a valid driver's license and have and maintain a satisfactory driving record based on the City of Hampton's criteria. Failure to provide your driver's license number will prevent us from considering your application. Please confirm your driver's license number by entering it below:
- * 6. I understand a criminal background check related to this position is required prior to any official offer of