



Job Opportunity

Economic Development Director

The Downtown Norfolk Council is seeking a creative and driven individual who has a passion for downtowns to fill the new position of Economic Development Director. This position will develop and support programs and services that sustain and grow the economy of downtown. The selected candidate will work as part of the team to ensure downtown is an attractive, vital and economically prosperous place.

City of Norfolk Overview

The city encompasses approximately 54 square-miles and is strategically located in southeast Virginia on the southern side of Hampton Roads. As the financial, business, medical, cultural, education and entertainment center, Norfolk is the heart of the Hampton Roads metropolitan area. The population of Norfolk is 245,000 residents. The regional population is over 1.5 million.

Downtown Overview



Located on the Elizabeth River, Downtown is the authentic urban center of the region, with arts, dining, entertainment, commercial activities, and medical institutions. Pre-Covid the office population was approximately 30,000. The residential population, currently at 6,500, continues to grow with several new apartment projects under construction.

Downtown Norfolk Council Overview

Founded in 1979, the Downtown Norfolk Council is an award-winning urban place management organization (UPMO) comprised of more than 350 businesses and individual members dedicated to promoting and enhancing business, cultural, retail, and residential initiatives in Downtown Norfolk. The DNC also manages the Downtown Improvement District, a 50-block district originally ordained by Norfolk City Council in February 1999.

Job Responsibilities

- Work with the DNC Board of Directors, city leaders, property owners, and community partners to strengthen downtown's economy
- Coordinate the collection and communication of economic data specific to downtown; make conclusions and recommendations for programs
- Develop partnerships to provide business retention and recruitment across all industry segments
- Implement the strategies in the [2021 Retail Strategy Work Plan](#)
- Provide oversight, business recruitment and staff management at Selden Market our retail incubator
- Assist in the development of the organization's annual work plan and budget with the leadership team

Desired Qualifications

- Bachelor's degree required with a minimum of 5 years experience or Master's with minimum 3 years experience in Economic Development, Urban Planning, Real Estate, Business Administration, or related field is preferred
- Strong knowledge and skills in working on economic development strategies, market research and data collection and management
- Knowledge of place management industry with preference to graduates of the International Downtown Association's Emerging Leader Fellowship Program
- Regional 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

Compensation

Salary is \$75,000 - \$90,000 commensurate with experience. The Downtown Norfolk Council offers a competitive benefit package that includes paid monthly parking, medical, dental and vision insurance, and 401(k) plan.

To apply please send a cover letter and resume to careers@downtownnorfolk.org by **January 31, 2022** indicating what you will bring to this position and how you will add overall value to the organization.

The Downtown Norfolk Council is an Equal Opportunity Employer