

President/CEO – Downtown Memphis Commission

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's mission is to advance Memphis and Shelby County by making Downtown a better place to live, work, engage, and invest. This leader will serve as the champion for growth and vitality in Downtown Memphis.

Position Overview

Serves as the President and CEO of the Downtown Memphis Commission, Center City Development Corporation, Center City Revenue Finance Corporation, Downtown Mobility Authority, and Design Review Board. Manages complex real estate and finance deals along with an extensive array of incentive programs while energizing and navigating a host of relationships, resources, and partnerships. Provides strategic leadership to establish long-range goals, strategies, plans, and policies. Leads a team of professional staff, including six direct reports.

DMC President/CEO candidates should possess the following key attributes:

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 in obtaining support from various stakeholders on both specific and broad matters affecting stakeholders.

Excellent Leadership Skills to manage and motivate staff.

Responsibilities

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.

Provides vision and strategies for investment in and vitality of Downtown to benefit the entire region and obtain support from elected officials.

Leads, manages, and employs a professional staff of approximately 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.

Accountable for the organization's total revenues and expenses. Oversees operating budget of approximately \$15 Million and \$130 million in total assets.

Works directly with all the agency's departments: Finance & Administration; Marketing & Communications; Planning & Development; Safety & Hospitality.

Through various boards, establishes and maintains strong public/private partnerships 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.

Provides leadership and management to ensure that the mission and core values of the DMC are put into practice.

Motivates and leads a high-performance management team; attracting, recruiting, and retaining leadership talent; providing mentoring to the management team.

Assists, as required, in raising additional capital at appropriate valuations to enable the DMC to meet sales, growth, and market share objectives.

Fosters a success-oriented, accountable environment within the DMC.

Demonstrates a commitment to diversity, equitable development, and experience working with diverse and inclusive groups of people.

Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Bachelor's degree in a relevant field; MBA or other advanced degree preferred.

Minimum of ten (10) years' experience in relevant positions, particularly those related to real estate development, public/private partnerships, and civic or non-profit development.

Minimum of (8) years in increasingly responsible supervisor or management positions.

Excellent leadership and management skills and ability to motivate staff.

Experience in establishing vision, goals, strategies, and metrics for success.

Ability to understand complex financial matters, including but not limited to property taxes, debt and bond financing, long-term financial modeling, and budgets.

Strong written and verbal communication skills, particularly public speaking.

Demonstrated collaboration skills and ability to obtain support from multiple stakeholders on a variety of issues/matters.

PREFERRED QUALIFICATIONS

Demonstrated ability to develop and maintain effective working relationships with government officials, business owners, stakeholders, real estate development entities, financial institutions, City and County staff, and community members.

Interpersonal, persuasion, and negotiation skills to deal with internal and external business relations.

Understanding of issues confronting downtown business and property owners, public agencies, and community organizations and the ability to identify and skillfully gather and analyze information in a timely manner.

Strong understanding of urban design principles as they relate to central business district characteristics.

Ability to synthesize complex or diverse information, analyze facts, and exercise sound judgment to arrive at valid conclusions.

An ability to lead through change and demonstrate resilience.

Experience in revitalizing urban environments.

Familiarity with local, state, and federal funding resources (tax incentives, etc.) available for prospecting.

Management skills to successfully perform the planning, directing, reporting, and administrative responsibilities of this position.

Comprehensive knowledge of economic development and related trends and forecasts.

Dedication to Diversity

The Downtown Memphis Commission is an Equal Opportunity Employer and complies with ADA regulations as applicable – we are committed to diversity and recognize that developing a Downtown for Everyone can only be accomplished by involving everyone. We honor the fundamental value of every person and seek to develop a culture where inclusiveness is the norm rather than a goal. We work to understand and honor diversity in all forms – race, gender, age, political affiliation, tradition, culture, ability, and experience. We strive for equity in everything we do and respect the unique talents, contributions, and perspectives of those we

partner with and employ. Ultimately, we work daily to create an environment of belonging and respect in every interaction, project, and process.

Application Process:

Please apply via the online application portal and upload your resume and cover letter. If you experience any difficulty uploading your documents to the portal, please e-mail diane@dmhconsultingllc.com for assistance. Initial acknowledgment of interest will be given to all who apply, and specific candidates will be notified about next steps.

Position will be open until November 10, 2023.

(full link: <https://app.smartsheet.com/b/form/065a61e664d44cad9193c17b51a74945>)