

Title: **Downtown Development Manager**

Link to Apply: https://garlandtx.wd1.myworkdayjobs.com/en-US/Garlandcareers/details/Downtown-Development-Manager_JR100402?q=Downtown

Summary

The Downtown Manager is responsible for the management, coordination, documentation, and implementation of revitalization initiatives in Downtown Garland. The role facilitates collaboration among Downtown businesses, municipal departments, and its public and private partners. The Manager will be responsible for promoting economic growth of Downtown Garland and its businesses. He/she will engage in small business retention and recruitment activities, provide small business technical assistance, work on promotional and marketing activities, and engage on public space design and management issues.

Target Hiring Range: \$80k to \$88k depending on qualifications

Essential Duties and Responsibilities

- Provide leadership in the implementation of the Downtown Tax Increment Financing Project Plan, overseeing the advancement of strategic projects and programs.
- Coordinate interdepartmental expertise to collaborate and address key issues that cross multiple departments in Downtown.
- Cultivate business development through retention and recruitment.
- Promote Downtown as a tourist destination, enabling physical improvements in/around Downtown, and developing new programs/policies to support the Downtown business environment.
- Develop and maintain strong working relationships with, and facilitate a strong business network between, Downtown merchants, charitable organizations, the Garland Chamber of Commerce, and various municipal departments.
- Facilitate consistent, informative, and effective communication. Serve as a spokesperson for Downtown Garland initiatives and interests.
- Act as liaison between parties with an interest in improving Downtown; serve as an information resource to the City and Downtown stakeholders, bringing necessary feedback and suggestions to both for consideration.
- Partner closely with the Garland Chamber of Commerce to connect merchants with resources, technical assistance, and financial, networking, and professional development opportunities.
- Define and develop project and budget requests associated with implementing the TIF Project Plan
- Conduct outreach efforts for a diverse population including but not limited to: local businesses, local institutions, nonprofit groups, neighborhood advocacy groups, and local agencies.
- Knowledge of downtown revitalization and promotional strategies, retail and small business best practices, and project management processes.
- Directly supervise department staff, intern(s) or temporary labor.

- Utilize collected data to make informed decisions related to events, effective marketing strategies, and program coordination.
- Facilitate assistance and collaboration, as an ex-officio member, in support of the Garland Downtown Business Association's district activation efforts.
- DDO staff liaison to Tax Increment Finance Board, Garland Downtown Business Association, City Council, Downtown Revitalization Committee, providing budget projections, activity reports and other pertinent information to the various stakeholders

Minimum Qualifications

- Bachelor's degree plus four (4) years' related experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- Degree in Business, Economic Development, Urban Planning, Hospitality, Public Administration or related area
- Master's degree plus two (2) years' related experience
- Five (5) years' experience in a downtown coordinator role

Knowledge, Skills & Abilities:

- Extensive knowledge in the fields of business managerial concepts and municipal administration
- Demonstrated skill in project management
- Skill with information technology
- Ability to negotiate and motivate others
- Position requires a dynamic, outgoing team player with demonstrated ability to multi-task and work effectively in an independent environment.

Licenses and Certifications

- Valid Class C, Texas driver's license

Physical Requirements / Work Environment

The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards.

This position requires mobility for both office and field work within the Downtown area. Must be physically capable of meeting with business owners at their places of business, and working outdoors to coordinate and/or host events; must be capable of working in an office environment performing administrative, technical, computer and various office tasks.