



# JOB DESCRIPTION

POSITION TITLE	LOCATION	REPORTS TO
Deputy Director	Louisville, KY	Executive Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	2024

### POSITION SUMMARY

The Deputy Director is responsible for project management, representing the organization or the Director, assisting with internal operations and fundraising, and other duties that help build the organization and help make Downtown vibrant and attractive. These activities include LDP’s contract to manage and operate the Louisville Downtown Management District as a fully integrated part of the organization. The Deputy Director will help ensure the organization promotes Downtown development, through economic development, strategic planning, project management, marketing, including branding and events and clean and safe activities, including beautification.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Represents the organization to business officials, stakeholders, trade groups, developers and elected officials to disseminate/provide information about the state of Downtown and available programs and services
- Works with property and business owners, developers, and investors to show Downtown to its greatest advantage and encourages investment and development
- Reviews and refreshes, in concert with Executive Director, long-range strategic goals and develops tactics and metrics for measuring achievement, including objectives, plans and policies
- Assist Executive Director in planning, developing, and directing fundraising strategies to support the mission and goals of LDP
- Conducts communications, relationship building and visits with various downtown stakeholder groups
- Manages, evaluates, and implements the organization’s mission and services
- Works with internal staff to ensure business development assistance, external communications, and resource needs are being met

### QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s degree in Business Administration, Communications, Economics, Marketing, Public Administration or in a related field
- Minimum of 5-7 years of experience that includes some combination of urban real estate development, urban planning, economic development, real estate, public affairs, interaction with public-private partnerships, working with civic and/or non-profit entities, and strong business and managerial experience.

### SKILLS/ABILITIES

- Work collaboratively with diverse stakeholders including convening and facilitating meetings and bringing collaborative efforts to a desired outcome

- Champion downtown activity and facilitate growth
- Knowledge of business retention/expansion, investment attraction and marketing principles
- Ability to evaluate current processes, prioritize tasks, and manage work independently while maintaining strong cross-functional alignment
- Public speaking and strong listening, verbal, and written communication skills
- Proficiency with Microsoft office suite

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to communicate with others; listen; remain in a stationary position, often sitting or standing for prolonged periods of time; walk; use hands to grasp, handle or feel; and reach with hands and arms. The employee is frequently required to lift and/or move up to 20 pounds without assistance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates primarily in an indoor office environment with controlled temperatures. Commonly used equipment and tools include telephone, computer, and other office equipment such as copiers, fax machines, as needed. The position also requires frequent visits to exterior job sites and meetings with clients, sponsors, etc.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**JOB TYPE:** Full-time

**PAY RANGE:** \$100,000 – \$115,000

**BENEFITS:**

- |                    |   |                         |
|--------------------|---|-------------------------|
| • 401(k)           | • Health savings account                    | • Paid time off         |
| • Health Insurance | • Life insurance                            | • Paid employee parking |
| • Dental insurance | • Short-Term/Long-Term Disability Insurance |                         |
| • Vision insurance |   |                         |

**TO APPLY:** Cover letter and resume should be addressed to Ms. Rebecca Fleischaker, LDP Executive Director, and emailed to Amy Olds, [AmyO@hraffiliates.com](mailto:AmyO@hraffiliates.com).