



**Position Title:**

Director of Community Development  
(*Main Street, Tourism & Community Events*)

**Hours:**

8:00am – 5:00pm, Monday - Friday

**Supervising Bodies:**

The Main Street Board  
The Growth Alliance Executive Committee

**Summary:** The *Director of Community Development* is essential to the overall effectiveness of the organizations Community Development efforts and will represent the community locally, regionally, and nationally.

**Job Description:** The basic job responsibilities for the *Director of Community Development* are described by, but not limited to, the following points:

- Community Development responsibilities
  - Work with his/her board and/or committee to create an annual Program-of-Work and budget to be approved by the Growth Alliance Executive Committee
  - Responsible for all expenditures within the framework of his/her budget
  - Responsible for coordinating proactive community development related events and programs
  - Recruit, coordinate and maintain an active volunteer force
  - Creation and Coordination of project-driven committees and ambassadors. (i.e. Membership, Retirement, Community, Planning, Housing, HW 45, Tourism, etc...)
  - Expected to grow capitol through the sustainable & proactive community initiatives/events Responsible for membership growth through coordinating membership drives
  - Responsible for utilizing interns and/or hiring, training and supervising a Community Development Assistant
  - Develop and conduct public awareness and education programs relative to key responsibilities. (i.e. Recruit outside professionals who can provide helpful information as guest columnist in the newsletter.)
  - Advise and assist in efforts to attract people to West Point (making the community attractive)
  - Participate in appropriate community organizations
  - Maintain relations with grant institutions
  - Help build strong, productive working relationships with appropriate public agencies at the local and state levels
  - Engage in public speaking engagements as well as media interviews and appearances
- Main Street responsibilities
  - Focuses on the four areas: design, promotion, organization & economic restructuring
  - Promote downtown activities, educate businesses, serve as a listener, collaborator, clearinghouse, visionary, facilitator and coordinator based on the four points (organization, promotion, design, and economic restructuring) of the Main Street program
  - Develop and implement strategies for historic preservation
  - Coordinate the activities of the Main Street Program Committees and supervise support staff
  - Work with individual commercial tenants or property owners regarding physical improvements
  - Provide information, assess and encourage joint involvement in the downtown community's promotional events. i.e. Advertising, Special Events
- Maintain and coordinate Growth Alliance group projects with the *Administrative Associate/Office Manager* - related to but not limited to, the following:
  - Business After Hours
  - Membership Luncheons
  - Annual Banquet Coordination
  - Ribbon cuttings for new business openings
  - Elected Official Breakfasts
- Responsible for producing and submitting important related information to the *Administrative Associate/Office Manager* to be inserted into, but not limited to, the following:
  - Activity reports to be inserted into board meeting binders
  - Needed updates for information packages, the on-line calendar, and Community Development & Main Street sections of website
  - Newsletter information i.e.
    - Event notices & updates
    - Business incentive information
- Perform other duties and assume additional responsibilities as determined by supervising committees/boards.

**Minimum Qualifications**

- Graduate from an accredited four-year college or university with a BS or BA degree preferred. The manager should have education and/or experience in one or more of the following areas: architecture, historic preservation, economics, finance, fundraising, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or non-profit administration and/or small business development.
- At least 3 years experience in community development, business economics, or downtown development, and/or marketing and promotion
- Experience in other related fields may be acceptable with various combinations of education and experience
- Must be proficient at Microsoft Office software including Word, Excel, PowerPoint, Outlook
- Must be proficient in internet navigation, newsletter development and BlackBerry technology

**Special Requirements**

- Must claim residence in Clay County, Mississippi
- Excellent verbal and written communication skills are essential
- Must be punctual and flexible to unusual work hours
- Must demonstrate strong marketing and advertising skills
- Must have ability to learn new skills
- Must be detail oriented, multi-task oriented, self motivated, neat and professional in personal appearance, and possess a mental alertness with strong organizational skills
- Should have ability to maintain an effective working relationship with other employees and the public; understands and thrives in a team environment
- Expected to illustrate tact and courtesy at all times, not only with the public, but with fellow staff members as well. This person must possess and behave with the highest ethical and moral standards and will be on call to assist the President and other staff members in related development projects as necessary
- Must participate in maintaining a professional workplace appearance and environment
- Should be open to plan and participate in work related events
- Travel – overnight to various training conferences, occasionally throughout the year
- Knowledge of downtown public and private issues desired
- Must be sensitive to design and preservation issues
- Must be entrepreneurial, energetic, and imaginative
- Supervisory skills are desirable

**Benefits**

- Health Insurance (after 30-days): Full employee coverage, current through Blue Cross/Blue Shield: including medical, life, dental and vision
- Retirement plan (after 90-days): 401(K) or similar plan at 5% company contribution yearly
- Paid Vacation: Two weeks in full weeks or split to individual days
- Sick Leave: 8 hours per month, earned every 30 days worked
- Holidays: 10 days
- Cell Phone Allowance
- Travel expenses: All company related expenses outside Clay County
- Statewide Main Street manager trainings will be provided by the Mississippi Main Street Association