

2025 Downtown Director Job Description

Essential Skills

- Passion for downtown revitalization and proven success as a downtown development influence leader.
- Excellent interpersonal, public speaking, presentation, and writing skills.
- Strong leadership, organizational, and project-management skills.
- Proven ability to think strategically, build consensus, devise solutions, and facilitate collaboration among business, civic, and cultural elements in the community.
- Entrepreneurial, imaginative, and self-motivated.
- Computer proficiency in Microsoft Office Suite, Google Chrome, Adobe Creative Suite, QuickBooks, social media platforms (Facebook and Instagram), and website management.

Responsibilities

The Downtown Director is accountable to the DNA Board of Directors. The position is full time and will sometimes require weekend or evening work.

- Manage overall **administrative, programmatic, and volunteer operations** in alignment with DNA's **annual strategic work plan**.
- Nurture **productive working relationships** with the Mayor, Aldermen, and City Department Heads; the Adams County Board of Supervisors and staff; and other public and private entities to maintain DNA funding sources, build consensus, align competing interests, and better utilize resources.
- Develop and implement **economic revitalization strategies** in coordination with the DNA Board of Directors and other entities as appropriate to actively:
 - Recruit, retain, and expand quality businesses in downtown.
 - Encourage appropriate physical development and rehabilitation of historic buildings.
 - Pursue upper floor (loft) and other residential development per Downtown Master Plan
- Regularly track, update, maintain, and report:
 - DNA's master **Downtown Building & Business Inventory**.
 - DNA's comprehensive **Downtown Stakeholder Contact and Volunteer List**.
 - Downtown Natchez's **reinvestment statistics**.
- Represent downtown priorities as appropriate before the City's Historic Preservation Commission, the City's Planning Commission, and appeals to the Board of Aldermen concerning downtown development.
- Present **educational webinars, trainings, or other programs** to assist downtown stakeholders and increase public awareness of downtown and the work of DNA.
- Coordinate public relations/marketing campaigns across all media, including effective interviews and presentations on DNA's direction and work, including advertising, promotional activities, and events.
- Assist in preparing Annual Report, Annual Meeting, and Annual "Destination Downtown Tour & Real Estate Event."
- Maintain DNA corporate files in shared virtual space, including Google Drive or Microsoft SharePoint or One-Drive.
- Maintain federal, state, and local compliance, including Main Street America Nationally Accreditation; MS Main Street Association Designated Community, ARPA compliance, and other as determined by the DNA board of directors.



101 North Commerce Street
Natchez, MS 39120
NatchezDNA.org



- Seek **grants and sponsorships** for DNA'S downtown projects, programs, and events.
- Other duties as assigned by the DNA board of directors from time to time.

Education and Experience

- Minimum four-year degree.
- Direct experience in downtown revitalization, community development, economic development, commercial district management, city planning, historic preservation, real estate development, or government relations.
- Experience in nonprofit management or working closely with a nonprofit board of directors, organizational leadership, recruiting/managing volunteers, budget formation/oversight, non-profit fundraising/grant writing and management.
- Computer proficiency as noted above under Essential Skills.
- Understanding of downtown stakeholder concerns, historic preservation, and complex civic and community relationships.

Preferred

- Prefer bachelor's or master's degree in urban planning or related fields such as real estate development, historic preservation, architecture/design, business, economics, public policy, marketing, engineering, or other development-related degree.
- Familiarity with city planning and development tools and processes, such as zoning, development codes, preservation ordinances, property tax abatements, historic preservation tax credits, and investment incentives.

Location

Downtown Natchez Alliance is located in Natchez, MS. Some daytime travel and overnight travel to Jackson and other Mississippi communities are required as part of this position. This is not a remote or virtual position.

EEO Statement

DNA is an Equal Opportunity Employer. DNA does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, sexual identity, or veteran status. All employment is decided on the basis of qualifications, merit, performance, and business needs.

How to Apply

To apply, please follow the application link at www.NatchezDNA.org where you will be able to upload your cover letter, resume, three references, and salary requirements.

Interested and qualified candidates are encouraged to apply online through **Friday, April 25, 2025**. *Position is open until filled.*

Questions regarding the position should be directed to HR Chairman T.J. Baggett at director@natchezdna.org. No phone calls please.

Salary & Benefits

Salary commensurate with experience. Benefits negotiable.

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