

Job Title: DDA Executive Director

Supervised by: DDA Board of Directors



Job Summary:

The Executive Director serves as the chief administrator of the DDA, overseeing all planning, implementation, and reporting of DDA activities. This role emphasizes downtown revitalization through historic preservation, economic development, and community engagement. The Director works under the guidance of the DDA Board Chair and collaborates with Village staff, business owners, and regional partners.

Job Responsibilities:

- Lead DDA operations in compliance with state and federal laws
- Develop and execute annual work plans with DDA committees:
 - Economic Vitality
 - Design
 - Promotions
 - Organization
- Build partnerships with local stakeholders and regional organizations
- Prepare and manage the annual budget; provide regular financial and project reports
- Coordinate with the Village Clerk/Treasurer on agendas, minutes, and public notices per the Michigan Open Meetings Act
- Write, administer, and manage grants to support public and private projects, including design, infrastructure, promotions, and building rehabilitation
- Support business recruitment, retention, and success
- Manage RFPs/RFQs and oversee project execution
- Assist property owners with improvement projects and funding opportunities
- Promote the DDA district through marketing, events, and public relations
- Collaborate on festivals, concerts, and seasonal promotions
- Serve as liaison among businesses, civic groups, and public officials
- Maintain databases on downtown development, available properties, and funding tools
- Manage and update the DDA website and social media
- Monitor and report on legislation affecting downtown development
- Represent the DDA at public meetings and forums
- Provide regular updates to the DDA Board, Village Council, and media
- Attend professional development events (e.g., Main Street Oakland County)
- Develop and implement a volunteer management plan
- Perform other duties as assigned by the DDA Board

Job Qualifications:

- Bachelor's degree in urban planning, marketing, public administration or business administration, historic preservation or similar degree, OR five years' experience of relevant experience.
- Strong Knowledge of public budgeting and recordkeeping
- Strong public relations and community engagement abilities
- Excellent written and verbal communication skills
- Self-motivated, organized, and entrepreneurial
- Experience coordinating events and meetings
- Ability to provide leadership to the DDA Board, businesses in the DDA District, Village Council and Village Staff

Job Demands and Work Environment:

- Office based with frequent computer use and phone communication.
- Occasional travel evening and weekend work required
- May involve standing, walking, kneeling, and lifting light to moderate items

Salary:

Salary to be determined based upon qualifications and experience but will be between \$60,000-\$80,000 per year plus healthcare, life insurance, paid-time off, sick-time and a retirement contribution.

Apply:

Send resume, cover letter and three references to Linda Stouffer, Board Chair to linda@battlealleycoffee.com and the Village Clerk/Treasurer Lisa Bone, lbone@hollyvillage.org. We will entertain applications until 12/31/25.