



Downtown Development Association Grand Forks Downtown Improvement Coordinator Job Description

Who We Are

The Grand Forks Downtown Development Association, a 501c6 organization created in 2014, is composed of businesses, organizations and individuals throughout the city that have an interest in creating, growing, and maintaining a thriving and vibrant downtown. The Mission of the DDA is to advocate for, promote, grow, and improve the downtown community. The DDA will work closely with our membership to build, grow, and foster relationships with local businesses, residents, city officials, and other downtown associations throughout North Dakota and Minnesota, in an effort to make Downtown Forks a better place to live, work, and visit. The DDA has an interesting role in the area as it oversees two downtowns in two states.

Who's The Boss?

The Downtown Development Association is overseen by a Board of Directors. The Board of Directors is made up of very passionate and knowledgeable business owners, residents, and invested stakeholders that are connected to downtown. As the Downtown Improvement Coordinator, you will function as the head of all downtown beautiful and improvement efforts and work alongside the CEO to ensure the organization is overseen in a responsible manner.

Are We Looking For You?

We are looking for passionate people who love their community, are willing to get their hands dirty (literally) to improve their community, and who love Downtown Forks.

As the Downtown Improvement Coordinator, you'll be at the heart of beautification and improvements downtown! As an integral part of the team, you'll be involved at many levels. From ensuring downtown is consistently maintained to developing strategies to improve the overall appearance of downtown and coordinating with businesses, building owners and property owners to promote a clean and safe environment all year long.

In this capacity the Downtown Improvement Coordinator is responsible for actively addressing issues that impede walkability and the overall appearance of downtown and working alongside business, building, and property owners to ensure a comprehensive plan of maintenance is implemented. Guidance and direction is provided by the CEO, the Board of Directors, and its Executive Committee. The DDA seeks a Downtown Improvement Coordinator capable of creating an organization that is leading the area in safe, clean, walkable spaces.

The Downtown Improvement Coordinator is expected to work with the CEO on establishing and implementing a vision for Downtown Forks, provide insight from the organization regarding its operations in the area of downtown improvement and communicate such items with the Board of Directors.

Just A Snapshot Of What's Waiting For You

- Responsible for the execution of overall appearance and cleanliness of downtown including sidewalks, public spaces, and alleys
- Collaborates with the staff in developing and implementing strategic initiatives that follow the mission and vision of the DDA and its Board of Directors
- Collaborates with the CEO to develop and implement enhanced initiatives to improve downtown aesthetics
- Assist staff to ensure spaces are prepped for various events and activation
- Downtown Improvement Coordinator serves as an effective spokesperson for the DDA and conducts themselves in a way that creates a positive and professional reputation within the community

Show Us What You've Got!

This is a very dynamic position with a lot of variety. To perform effectively in this position, our Downtown Improvement Coordinator should demonstrate the following competencies. These core competencies represent effective administration of the DDA and its programs.

1. **Management:** Ability to effectively prioritize areas that need immediate attention and remedy areas that impact walkability and ability to follow through with appropriate parties to develop ongoing maintenance.
2. **Job Knowledge:** Understands how the DDA can play a vital role in the support of its businesses and creating a memorable experience for guests downtown. A creative and innovative background of project management and task execution.
 - a. Has a clear understanding of the DDA's mission advocating for, promoting, growing and improving the downtown community.
3. **Initiative:** Thinking forward on how to improve and modify downtown appearance to better suit the needs of the community and the DDA. Ability to think fast and act with strong decision making skills.
4. **Communication:** Ability to communicate effectively with business, building, and property owners. Including: written communications that clearly outline the situation and action items; verbal presentations and briefings for the Board of Directors and presentations at local meetings and to outside groups regarding a variety of issues affecting the DDA. Must have excellent written and verbal communication and ability to relay information clearly and concisely under pressure.

5. **Dependability:** Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals. This includes being available and responsive to issues and concerns as they arise.

Show Us What You've Got!

- Has an understanding of what makes a downtown successful, healthy, and vibrant in terms of overall cleanliness and appearance
- Experience in outdoor maintenance
- Ability to work outside in all weather conditions
- Familiarity with tools and products used to clean up outdoor spaces, sidewalks, etc.

All Hands On Deck

This is a small office and we not only make the plans, we are also out "doing"! The physical demands that must be met by an employee to successfully perform the functions of this job include: use of both hands, walking moderate distances, and the ability to lift up to 50 lbs. The employee frequently is required to see, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer and Communication Skills

The position requires demonstrated skills in Google Suite and use of email.

The Deets

The Downtown Improvement Coordinator will be compensated with the Board of Directors consensus in accordance with the financial viability of the DDA and be voted on and approved on a yearly basis. This includes all wage increases, or benefits packages considered by the Board of Director and the CEO. The position does include an IRA match, life insurance, a cell phone stipend, sick leave, accrued PTO, and floating PTO based on needs of the DDA.