



## **VICE PRESIDENT, ECONOMIC DEVELOPMENT JOB DESCRIPTION**

### **Overview:**

The Downtown Dayton Partnership (DDP) — a non-profit 501c3 organization with a mission to make downtown Dayton a better place to live, work, create, and play — is looking for the right person to join our team as Vice President, Economic Development. This position requires a minimum of a bachelor's degree and seven to ten years of related experience in the areas of strategic planning/urban planning, finance, business/entrepreneurship, commercial real estate, or community development. The successful candidate for this critical leadership position must be creative, entrepreneurial-minded, have a high level of attention to detail, and display strong written and verbal communication skills.

Reporting to the President, the Vice President, Economic Development is responsible for the strategic leadership and execution of the DDP's economic development functions, include business recruitment, expansion and retention, entrepreneurship strategies, and other related projects. Primary duties also will include supporting a variety of development projects, leading strategic planning initiatives for the DDP and downtown Dayton, and supervising the economic development team.

### **Minimum Requirements:**

- Bachelor's degree in a related field
- 7-10 years of experience with a proven track record in economic development, public policy, commercial real estate, community development, strategic planning, or a related field
- Strong analytical and organizational skills, supervisory, customer service and project management experience, and excellent written and verbal communication skills
- Knowledge of public funding programs that align with economic development and urban planning strategies
- Effective at building and maintaining strong relationships with partners, constituents, property owners and other stakeholders and experience in supervising employees
- Strategic thinker with a proven track record of implementing programs/initiatives
- Demonstrated commitment to equitable and inclusive economic growth
- A strong entrepreneurial spirit

### **Primary Roles and Responsibilities:**

#### **1. Business Development**

Lead a comprehensive economic development strategy, which includes initiatives and programs that strengthen the value proposition of downtown Dayton as a place to start and grow a business, with special emphasis on targeted sectors that are uniquely suited for downtown's robust business community. These sectors include, but are not limited to, technology, defense-related sectors, professional, and creative services. Programs include recruitment, retention, talent attraction, and start-up growth.

- Work closely with downtown partners to strengthen the entrepreneurial network and lead initiatives that leverage the energy in the startup community
- Develop and implement innovative partnerships and programs with downtown office building owners that enhance downtown commercial office locations, embracing emerging new ways to work, including shared workspaces, hybrid working, and other strategies that adapt to the changing work environment, while capitalizing on downtown's unique amenities and value proposition
- Lead the continued growth of first-floor business activities to enhance occupancy. Programs include the Retail Lab and other strategies to continue to help educate and grow businesses
- Develop innovative partnerships and programs to support and grow woman-owned and minority-owned businesses and entrepreneurs
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## **2. Development Strategies**

In collaboration with the Downtown Development Team, plan, facilitate and support economic development projects that are in alignment with the Greater Downtown Dayton Plan, including mixed-used projects, housing, redevelopment of underutilized buildings, public spaces, and placemaking projects.

- Facilitate commercial and residential development projects as needed, connecting developers and investors to local economic development partners, financing tools, and other potential resources and networks
- Track, analyze, and report key data to help make a solid case for continued investment in downtown Dayton and help tell downtown's story through data-driven storytelling

## **3. Strategic Planning**

In collaboration with partners, property owners, and other stakeholders, lead the development and implementation of strategic planning efforts for downtown, specifically the Greater Downtown Dayton Plan (longer-term plan), Special Improvement District Services Plan, and, most recently, the Rediscover Downtown Dayton Action Plan (COVID recovery plan).

- Ensure that all plans are aligned with one another, key partners and stakeholders are engaged, and priorities are implemented on a timely basis
- Track progress, collect data, and work with the marketing team to develop messaging and communications regarding downtown's vitality and progress

## **4. Advocacy**

Advocate for downtown, its property owners and businesses through building and maintaining strong working relationships. Work with the DDP President on the successful renewal of the Special Improvement District (SID) every five years.

- Successful renewal of the SID is critical to the long-term sustainability of the DDP and its work. This position's role is pivotal to the renewal, ensuring priorities in the SID Services Plan are addressed throughout the five-year period of implementation through workplans and planning initiatives
- Advocate for downtown as the center of the Dayton region, an economic hub for the region, and the center of arts and entertainment through programs, initiatives, events, and other activities
- Build strong relationships with downtown and regional partners, property owners, businesses and other partners

## **5. Research/Data Collection and Analysis**

Manage the collection and analysis of data so data-driven plans and projects can be implemented and reported to and with key constituencies.

- Oversee outreach to downtown businesses and property owners through annual surveys, meetings, and other initiatives to ensure ongoing engagement
- Track downtown trends, such as office/retail vacancies, inventory of available downtown spaces, investments, property owner (SID) and business records, and other analytic tools to track downtown's progress and actively promote development opportunities
- Research best practices and urban trends that could be advantageous to downtown and its constituencies
- Working with the marketing team, gather and interpret data to most effectively tell downtown Dayton's story, accentuating downtown's value proposition and reporting progress being made

## **6. Assist with other special initiatives as identified by the President.**

The Downtown Dayton Partnership is an Equal Employment Opportunity Employer.

If you are interested in joining our team, please e-mail a confidential cover letter and resume to

[gudorf@downtowndayton.org](mailto:gudorf@downtowndayton.org) or mail to Sandra Gudorf, Downtown Dayton Partnership, 10 W. Second Street, Suite 611, Dayton, Ohio 45402