



WE ARE HIRING!

SPRING LAKE

Situated between the Grand River and Spring Lake, the Village of Spring Lake is recognized as a premier Michigan resort community. The Village provides full services to its 2,497 residents and many more summer visitors. The role of the Director of the Downtown Development Authority is critical to the management and administration of downtown services and infrastructure.

DIRECTOR - DOWNTOWN DEVELOPMENT AUTHORITY

COMMUNITY

The Village of Spring Lake was founded as the Village of Mill Point in 1849; it was incorporated as the Village of Spring Lake in 1869 with a population of 1,169. Today the population is 2,495 (more in the summer months). The Village has a quaint downtown, which features local merchants and restaurants. Surrounding Spring Lake's downtown area are many historic homes, some built in the, mid-1800s. The majority of Spring Lake homes were built in the 1950s and 1960s, with many newer homes built on the community's perimeter.

CONTACT

US NOW



(616) 842-1393
Bill Cousins



bill@springlakevillage.org



102 W Savidge Street,
Spring Lake, MI 49456

VILLAGE OF SPRING LAKE

DDA Director

Supervised by: DDA Board and Village Manager

Supervises: Volunteers

Key Responsibilities for the Director of the Downtown Development Authority:

- Coordinate and manage projects within the DDA District.
- Coordinate activities within the DDA District as an integral foundation for economic development. He/she assists the DDA Board, committees, and volunteers in the development, conduct, execution, and documentation of DDA programs. In addition, the Director should help guide the organization as its goals and objectives evolve. The DDA Director reports to the Village Manager.
- Represent and promote the DDA locally along with at regional, state, and national levels.
- Be thoroughly familiar with all persons, stakeholders, institutions, and regulations directly or indirectly involved in the commercial districts and develop strategies for maximizing the community's human and economic resources.
- Be mindful of the roles of various downtown interest groups, assist the DDA Board and committees in developing an annual action plan, promotion/marketing, and organization/management.
- Manage capital improvement projects in the DDA by preparing and issuing requests for proposals (RFPs), submitting grant requests as applicable, then ensuring that the projects are completed in an appropriate manner and all reports are submitted for final payment of work.
- Manage the administrative aspects of DDA programs including, but not limited to, preparation of board and committee meeting packets, purchasing, record keeping, budget development and monitoring, and report preparation as required by the Village.
- Seek grant opportunities at the local, state, and federal levels, and submit grant proposals and applications for organizational projects.
- Work with the Grand Haven/Spring Lake/Ferrysburg Chamber of Commerce, including its economic development arm to develop strategies for business retention and attraction. Promote and advertise business opportunities; work with area realtors to encourage leases, sales, and commercial inflow when appropriate.
- Assess the management capacity of the DDA Plan and encourage improvements in the district's ability to carry out joint activities such as promotional events, advertising, appropriate store hours, special events, business assistance, parking, etc.
- Work effectively with volunteers and others involved in various projects, understand the importance of volunteer involvement in the success of the organization, and play an active role in coordinating and utilizing this resource.

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- Monitor capital improvement projects that have been approved by the DDA Board and by the Village Council, as appropriate, including preparing, reviewing, and/or issuing requests for proposals (RFPs) and then assisting in the project through completion including receipt of “as built” plans as appropriate.
 - Encourage a cooperative climate among district interests and local public officials.
 - Ensure that the DDA abides by all applicable federal, state, and local laws and regulations, while maintaining associated records and reporting procedures.

Compensation:

- The salary for this position is commensurate with experience and education. The starting range is currently \$58,650.91 annually.
- Vacation time, sick leave, health benefits, and retirement plans are provided by the Village and detailed in the Village Personnel Manual.

The ideal candidate shall possess the following attributes:

- A bachelor's degree in urban planning, public or business administration or a related field of study is required. Previous downtown development authority experience or other related experience will be considered in lieu of the degree requirement.
- Shall have an entrepreneurial mind-set, be energetic, imaginative, well organized, and capable of functioning effectively in an independent and often stressful environment. Excellent written and verbal skills are essential. Supervisory skills are beneficial for the oversight of volunteers.
- Experience with non-profit fundraising, including sponsor solicitations, institutional supporters, and individual donors is preferred.
- Experience communicating orally and in writing to articulate reports and presentations to a diverse audience.
- Shall have progressive computer skills and be proficient in all Microsoft applications.
- Shall have working knowledge of the use of social media applications such as Facebook, Twitter, Flickr, LinkedIn, Nixle, blogs, and others.
- Shall possess a valid Michigan driver's license.

The process:

The position is open until filled. Submit a letter of introduction, a current resume, and four professional references to Special Projects Manager Bill Cousins (bill@springlakevillage.org) (questions concerning the position may also be sent to this address). Interviews are to begin on or after September 28, 2023.

VILLAGE OF
**SPRING
LAKE**

