



**Comstock Center
Downtown Development Authority Director
Position Description
*adopted by DDA Board August 24, 2022***

The Comstock Center Downtown Development Authority Director duties encompass a variety of tasks with a primary focus on the beautification and revitalization of Comstock Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work to implement the Downtown Development and Tax Increment Financing Plan including short and long-range actions and align actions/plans with the Vision 2025 Master Plan and the Comstock Center Place Plan for Prosperity and Redevelopment.
- Provide day-to-day oversight of projects in progress, acting as DDA's representative. Present invoices to DDA Treasurer for review and authorization. Maintain all financial and project data, ensure timeline and execution of projects.
- Manage administrative aspects of DDA programs, including, but not limited to, purchasing, record keeping, budget development, preparation of board and committee meeting packets, identifying and securing grants, preparing grant and progress reports.
- Prepare site selection information and other resources for prospective businesses interested in moving to or growing in Comstock Center.
- Assist in developing and implementing programs and procedures regarding business recruitment, retention and expansion.
- Work with the local government, business associations, redevelopment agencies, and other public, private or nonprofit groups, and associations interested in Comstock Center redevelopment.
- Attend all meetings of the DDA and, as appropriate, subcommittee meetings.
- Ensure that the DDA abides by all applicable federal, state and local laws and regulations while maintaining associated records and reporting procedures.
- Any other duty and/or responsibility reasonably necessary to carry out the purposes and duties as may be assigned by the DDA Board.
- Inform the Township Superintendent of progress and activities and of significant contacts with the public, elected officials and media.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal and written communication skills. Ability to make effective presentations at public events.
- Strong technical writing skills for grant writing and tracking, preparation of DDA meeting packets, meeting minutes, etc.
- Pursue continued professional development via workshops/conferences and professional reading to keep abreast of trends and developments in the field of downtown development.
- Ability to work effectively with the public, citizen groups, Township staff, Township Board, Planning Commission and media.
- Ability to represent the DDA at internal and external meetings.
- Self-motivated and organized.