



Downtown Development Authority Director Executive Search

Ada Township seeks a Collaborative Leader to Manage Operations and Identify Opportunities to Elevate the Downtown Ada Experience



Department Background

In 2008, the Township established the Downtown Development Authority. The DDA Board has nine members, and the Township also has a DDA Citizens Council to provide additional insight.

The DDA was identified as a potential catalyst for redevelopment of downtown Ada to a more traditional downtown. Due to the significant redevelopment of the downtown area, a millage was necessary as the initial tax increment finance capture was minimal. The redevelopment of the downtown included significant infrastructure improvements that the DDA supported through bond issuance. The department budget is approximately \$800,000 per year which is supported by a 1.9455 mill tax levy, tax increment finance capture, and the local community stabilization act funds.

Staffing: The DDA Director oversees an AmeriCorps staff member who will be with the Township through August of 2025, as well as multiple interns throughout the year.

ada
farmers
market

Events & Activities

The Ada Township Downtown Development Authority organizes various events and activities while collaborating with stakeholders such as the Ada Business Association and others to enhance community engagement. Below is a summary of these events:

- Ada Farmers Market
- Beers at the Bridge
- 4th of July Celebration (Parade & Fireworks)
- Progressive Tastings
- Ada Bridge Lighting
- Ada Village Fall Festival featuring Brats & Bonfires



The Position - Essential Functions

- Develop, implement, and administer plans, programs, and special events organized by the DDA to promote the economic vitality of the DDA district.
- Communicate effectively, verbally and in writing, with DDA and Township officials, current and prospective property and business owners in the DDA district, non-profit organizations, the public, and other stakeholders regarding matters relating to DDA plans, projects, and programs.
- Prepare and present the annual budget to the DDA Board.
- Oversee the operation of the Ada Farmers Market, including vendor recruitment, marketing, communication, and event day operations.
- Coordinate with the Buildings, Facilities, & Grounds Department on downtown infrastructure needs.
- Act as liaison between the DDA and the Ada Business Association, Discover Ada, and other community stakeholder groups.
- Organize and carry out the DDA's communications program with important community stakeholders, including other Township boards and commissions, the business community, the non-profit community, residents within the DDA district, the public, and broadcast and print media, including the use of social media and website content.



Background and Education

- Bachelor's degree in business or public administration, urban & regional planning, non-profit management, marketing, or a closely related field
- Valid state of Michigan driver's license

A minimum of three years of experience in one or more of the following fields: community planning, urban design, economic development, business, marketing, finance, grant writing, public relations, and project management. Leadership experience in relevant areas will also be taken into account.

Knowledge and Skills

- Effective administrative, managerial, organizational, and leadership skills.
- Understanding of tax increment finance authorities.
- Ability to establish and maintain effective working relationships with associates, officials, applicants, community groups, residents, professionals, and representatives of the public and other agencies.
- Forward-thinking, detail-oriented, creative, self-starter.
- Effective communication and writing skills and the ability to make oral presentations to a variety of audiences.
- Ability to critically assess and respond to workplace challenges, problem-solve, and otherwise work effectively under stress.
- Knowledge of governmental budgeting processes.
- Ability to meet deadlines, concentrate and pay close attention to details, ability to organize, prioritize, and work independently as well as schedule and produce work on a timely basis.
- Ability to attend community events scheduled at times other than normal business hours.

Compensation

- Compensation range for the position is \$72,021.11-\$93,627.44. The starting salary will be dependent upon qualifications and experience.
- Annual Cost of Living Adjustments
- Full benefit package (health, dental, vision)
- Defined Contribution Retirement Plan - 10% Township Contribution
- Life Insurance
- Paid Time Off
- 13 Paid Holidays Per Year
- Monthly Phone Stipend



To Apply

Please submit a cover letter, resume, and five professional references to Julius Suchy via email by 10:00 AM on Tuesday November 12, 2024.

DDA Director Executive Search
Attn: Julius Suchy, Township Manager
jsuchy@adatownshipmi.com

Anticipated Start Date January 2, 2025



Ada Township is committed to creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other legally protected status. All employment decisions are made based on qualifications, merit, and business needs.



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