



ANN ARBOR, MICHIGAN

Executive Director, Downtown Development Authority

Ann Arbor, MI (pop. 121,477) – The City of Ann Arbor is the County seat of Washtenaw County and the fifth largest city in Michigan. Downtown Ann Arbor is home to the University of Michigan, over 7,500 downtown residents, more than 1,300 downtown employers and 29,000 downtown employees (2019). The Downtown Development Authority (DDA) was formed in 1982 and has worked continuously to meet its mission: *to undertake public improvements that have the greatest impact in strengthening the downtown area and attracting new private investment.*

The DDA Executive Director works closely with a wide array of internal and external stakeholders to identify, fund, and manage high impact downtown programs and improvements. Major responsibilities of the DDA include management of the downtown parking system, streetscapes, public engagement efforts, infrastructure maintenance and improvements, nonmotorized transportation, affordable housing partnerships, and other community enhancing efforts. Within certain statutory powers and limits, the next DDA Executive Director has the opportunity to be creative and innovative in their approach to downtown projects and programs.

The Executive Director is appointed by a twelve member DDA Board, which represent a variety of downtown interests. Board members are appointed by the Ann Arbor Mayor and City Council to serve a four-year term. The Executive Director manages a staff of five full-time employees and annual budget of \$28 million (budgeted expenditures, FY 2021). Nearly three-quarters of the DDA budget expenditures are related to capital improvements and management of the downtown parking system.

Ideal candidates will have a track record of effectively working with staff and community partners, with the highest level of transparency and trust. Individuals who think strategically, have the courage to be cutting edge, while offering high energy passion for downtown, are encouraged to apply. The successful candidate will be an innovative leader with exceptional communication skills.

The Executive Director position requires flexible availability and a high-level of accessibility in order to successfully execute the goals of the DDA. The Executive Director must also be focused on facilitating the improvement of a vibrant downtown while remaining absolutely committed to diversity, equity, and inclusion of all stakeholders.

Candidates are required to have:

- Bachelor's degree from an accredited four year college or university. Significant experience may be substituted for educational attainment.
- At least 5 years supervisory experience; and at least 5 years leading an organization.
- At least 5 years experience in municipal government, public/nonprofit organizations, urban planning, or a related field.

Preferred experience includes:

- Master's degree in urban planning, public administration, business administration, or a related field.
- Familiarity with budget preparation and management practices in a municipal setting.
- Knowledge of urban planning and transportation best practices, awareness of social and economic trends and issues that affect downtowns, land use, infrastructure, transportation, and economic development principles.



Salary is \$114,633 - \$149,022, dependent on qualification and experience (DOQE). The DDA offers its employees a comprehensive benefit package.

Apply at GovHRjobs.com with resume, cover letter, contact information and three (3) professional references. The Ann Arbor DDA is an Equal Opportunity Employer. The DDA values diversity, equity and inclusion and seeks candidates who represent a variety of backgrounds and perspectives. Questions regarding the position maybe directed to the attention of Jaymes Vettrano, Vice President, GovHR USA /Cheryl D. Orr, i4x, Tel: 847-380-3240

Candidates will be reviewed upon receipt of application, with preliminary reviews to be completed by May 12, 2021.

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