



## **Downtown Development Authority Director & Economic Development Specialist (DDAD/EDS)**

The City of Chelsea is looking for a **Downtown Development Authority Director & Economic Development Specialist (DDAD/EDS)** to join our executive team and make a meaningful impact on our community!

### **THE ROLE**

The DDAD/EDS serves the Downtown Development Authority (DDA) and works closely with community organizations, property owners, and businesses under the direct supervision of the Community Development Director and the City Manager to ensure effective communication, project delivery, and compliance with applicable state statutes and local ordinances. The position requires strong fiscal management skills, experience in economic development and redevelopment practices, and the ability to foster collaborative partnerships that advance the City's long-term economic and community development goals.

### **ESSENTIAL DUTIES**

#### **ORGANIZATIONAL LEADERSHIP AND REPORTING**

- Act as the Director for the DDA, preparing agendas, reports, and documentation for meetings, and attend DDA meetings

#### **STRATEGIC LEADERSHIP AND PLANNING**

- Develop, implement, and update long-range strategic plans for the Downtown Development Authority (DDA) and city-wide economic development
- Coordinate with the Community Development Director to align downtown redevelopment and citywide economic development initiatives with the goals of the DDA Board, and the City's master plan
- Conduct research, analyze trends, and recommend policies or projects that enhance downtown vitality and support sustainable economic growth throughout the City

#### **FINANCIAL AND ADMINISTRATIVE MANAGEMENT**

- Manage and monitor annual budgets for the DDA, including tax increment financing (TIF) revenues, bond proceeds, grants, and special assessments
- Research and secure grants and funding opportunities for community and economic development initiatives.
- Compile operational statistics and submit required reports for the City, State, and other funding agencies.

#### **DOWNTOWN DEVELOPMENT AND INFRASTRUCTURE**

- Manage grant and incentive programs that support property rehabilitation, adaptive reuse, and historic preservation
- Ensure compliance with Michigan Public Acts governing DDAs, as well as local ordinances, bylaws, and reporting requirements
- Ensure the maintenance, enhancement, and activation of downtown as a vibrant commercial, cultural, and civic center



### **PROJECT AND PROGRAM MANAGEMENT**

- Oversee planning, design, and implementation of capital projects and development initiatives from inception through completion
- Monitor compliance with grant requirements, program goals, and contractual obligations

### **ECONOMIC DEVELOPMENT AND BUSINESS ENGAGEMENT**

- Lead business retention, expansion, and attraction initiatives citywide, with an emphasis on supporting the downtown district
- Work directly with business owners, developers, and property managers to encourage investment and resolve issues
- Identify, pursue, and administer state, federal, and private funding opportunities to support economic development projects
- Promote Chelsea as a destination for investment, entrepreneurship, and tourism through marketing, branding, and public relations initiatives

### **COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

- Engage with community groups, residents, and stakeholders to build consensus and encourage participation in redevelopment initiatives
- Coordinate with regional planning bodies, economic development agencies, and state and federal partners to align resources and advance local projects

## **WHAT WE'RE LOOKING FOR**

**EDUCATION:** Bachelor's degree in urban planning, public administration, economic development, or related field (required) with an MPA or equivalent being preferred

**EXPERIENCE:** Minimum 5 years of experience in economic development, municipal redevelopment, financing tools (TIF, revenue bonds)

- Strong grant writing and budget management skills
- Excellent communication and public engagement ability
- Familiarity with Michigan's PA 197 relating to DDA and the use of TIFs

## **POSITION SPECIFIC INFORMATION**

### **PAY & BENEFITS**

- **\$80,000 - \$96,000**
- **Benefits include:** Medical, Dental, Vision, Short Term and Long Term Disability and Life Insurance, paid Holidays, generous PTO, employer contribution to MERS Defined Contribution Plan and Health Care Savings Plan



## WHY WORK WITH US?

At the City of Chelsea, you're not just filling a job — you're helping shape the community we all call home. We value collaboration, inclusion, and innovation! Nestled in beautiful Washtenaw County, Chelsea is a small city where history, pride, and neighborly spirit unite to make something truly special. With just under 5,500 residents, it's the kind of place where you'll often run into someone you know—and chances are they'll genuinely ask, "How's your day going?"

## HOW TO APPLY

Résumé and cover letter highlighting your qualifications and interest to:

**[humanresources@city-chelsea.org](mailto:humanresources@city-chelsea.org)** or by mail

Attn: Human Resources  
City of Chelsea  
305 S. Main St. Ste. 100  
Chelsea, MI 48118

Application deadline: March 6, 2026

**EQUAL OPPORTUNITY** -The City of Chelsea is proud to be an Equal Opportunity Employer. We welcome candidates from all backgrounds and do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other protected status.