

JOB DESCRIPTION EXECUTIVE NDDA

*“Nederland, Colorado is a town like no other. Tucked in the Rocky Mountains just west of Boulder, Nederland has a history rich in mining and music and a future as the hub of the Peak to Peak Community. With our unique shops, amazing outdoor beauty, friendly locals, and vibrant music scene, Nederland is definitely not your average small town. Whether you live here, work here, or play here, we’re sure that you’ll discover that **life’s better up here!**”*

The mission of the Nederland Downtown Authority is to provide a sustainable small urban environment in a setting for the well-being of our citizens by planning for and managing our physical development in an environmentally friendly manner, by fostering an economy to support our public and private infrastructure, by nurturing our unique historical, geographical and cultural history and to enhance the quality of life we enjoy here.

Job Summary

The Nederland Downtown Development Authority Executive Director (ED) is responsible for the development, execution, implementation and documentation of the Nederland Downtown Development Authority (NDDA) activities in the City of Nederland.

The ED enthusiastically and consistently promotes downtown development through various public relations initiatives and events; works cooperatively and effectively with businesses and property owners and prospective developers, identifies and secures grant funding, and performs all administrative functions associated with NDDA activities as identified by the NDDA. This includes responsibility for project oversight and administration

Major Duties

The ED is responsible for coordinating all NDDA project activities working with the NDDA board while maintaining dialogue with the Nederland Town Administrator and any other Nederland staff members as needed. The ED may make periodic presentation to the Board of Trustees.

The ED will act as expert staff for the NDDA Board, assisting in the preparation of short and long range development plans and strategies, and the scope and timing of specific projects pertaining to downtown revitalization.

The ED will become familiar with all persons, institutions and regulations directly or indirectly involved in the downtown commercial district and develop strategies for maximizing the community’s human and economic resources.

Identify local, regional, state and federal economic development resources and programs and foster and maintain a cooperative working relationship with existing business owners, prospective developers, landlords (absentee and local), residents and governmental agencies.

Job Requirements

The ED is expected to have completed higher education (preferably a Bachelors Degree) and/or at least 3 years of experience in one or more of the following areas: urban planning, business or public administration, marketing/public relations, grant writing, non-profit administration, or related field. Past experience in project management as well as working with a Downtown Development Authority is highly desirable.

The ED must understand the issues confronting downtown business people, property owners, public agencies, and community organizations.

The ED must be entrepreneurial, energetic, innovative, well organized and capable of functioning effectively in an independent environment.

The ED must professionally represent the NDDA and serve as liaison between the NDDA, local government, and other public, private or nonprofit groups and associations interested in downtown development.

The ED must be skillful in maintaining effective working relations with co-workers, merchants, property owners, public officials and the general public.

The ED must be proficient with word processing, spreadsheets, data-base and presentation software, and other programs that are determined to be essential to the efficient and effective performance of the job. The ED must have a working knowledge of social media, web site maintenance and online marketing.

The ED must have the ability to deal effectively with stress and deadlines

The ED must be prepared to handle other duties as assigned.

PAY & BENEFITS: This is a part time position of at least 20 hours per week without benefits. Hourly rate range is \$17-24 depending on qualifications. ED is expected to be available some evenings and weekends depending on schedules of meetings and downtown related activities.