



Mission Statement of the Village of Holly DDA

Main Street Holly's vision for the North End, Midtown and Downtown, is to provide diverse options for dining, retail, arts and entertainment while capitalizing on the unique historic and quaint environment found in the Holly community.

Through strategic partnerships and collaborative efforts, Main Street Holly strives to build a town that reflects our aspirations and values by fostering a growing, and energetic district that serves as the heart of our community. We aim to create a place where people love to live, work, and play, and for residents and visitors to experience a welcoming environment that promotes and enriches a thriving district and contributes to the overall prosperity and well-being of the greater community.

We aspire to transform our town into a pedestrian-friendly destination, characterized by beautiful streetscapes and inviting public spaces. Our vision includes preserving and enhancing the historical and architectural charm of our town, while embracing innovative and viable practices to shape a modern and resilient environment.

Main Street Holly envisions a place where entrepreneurs and businesses thrive, benefiting from a supportive and robust local economy. We will actively encourage and support the establishment and growth of businesses and create a dynamic marketplace throughout the district.

Job Title: DDA Director
Supervised by: DDA Board of Directors

Job Overview:

The Downtown Development Authority Director is responsible for the development, execution, implementation and documentation of Downtown Development Authority (DDA) activities in the Village of Holly. The Director works at the direction of the DDA Board Chair in determining overall development objectives and action plans and has responsibility for project oversight and administration. The oversight activities are to be done with an emphasis on downtown revitalization within the context of historic preservation.

Job Responsibilities:

- The responsibilities of the DDA Director include but not limited to the following:
- Plan and direct the DDA of the Village of Holly in accordance with state and federal regulations under the authority of the DDA Board of Directors.
 - Develop annual work plans along with the committees which include
 - Economic development/vitality
 - Design
 - Promotions
 - Organization
 - Along with the Organization Committee, actively seek partnerships and ways in which the DDA can collaborate with other stakeholders in Holly and the surrounding area
 - Develop and maintain data systems to track the process and progress of projects
 - Develop budget and provide financial reports to the Board
 - Prepare reports required by the Village, the DDA Board and funding agencies. This may involve working with the Village Clerk/Treasurer on preparation of Board meeting agendas, taking of the minutes and posting notices in accordance with the Open Meetings Act of Michigan
 - Working with the Economic Vitality Committee, recruit businesses and promote the success of the current businesses.

- Prepare and issue Requests for Proposals and Request for Quotes for projects and then managing those projects through completion
- Write grant applications to achieve funding for projects
- Along with the Design Committee, proactively assist individual tenants and/or property owners with physical improvement projects and funding sources
- Assist with the Promotions Committee in the coordination of joint promotional events such as seasonal festivals, concerts, sidewalk sales, and parades.
- Along with the Organization Committee, work effectively with volunteers, understanding the importance of volunteer involvement.
- Attend periodic training offered through Main Street Oakland County.
- Undertake other duties as may be determined by the DDA Board.

Job Qualifications:

- Bachelors degree in urban planning, marketing, public administration or business administration, or five years experience in increasingly responsible position involving such job duties
- Knowledge of governmental budgeting and record keeping practices and principles
- Skill in developing and fostering effective public relations and community promotion techniques
- Ability to provide leadership to the DDA Board, businesses in the DDA District, Village Council and Village Staff
- Capable of being an implementer, thriving on managing a variety of key projects simultaneously, under tight deadlines
- Skill in communication, both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences
- Ability to self-start, work independently, and maintain and entrepreneurial spirit
- Ability to coordinate all elements of events and meetings

Job Demands and Work Environment:

- While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type, and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand, walk, use hands to finger, kneel crouch or crawl and taste or smell. The employee must occasionally lift, and/or move items of light to moderate weight. While performing duties of this job, the employee usually works in a business office setting.
- While performing the duties, it may be necessary to work some evenings and weekends.

Salary:

Salary to be determined based upon qualifications and experience but will be in the range of \$50,000 - \$60,000 per year.