



Downtown Experience Coordinator

Job Description

Area Development Foundation is seeking a self-driven and highly competent individual to oversee and support the downtown area organizations within the villages of Centerburg (Heart of Ohio Business Association), Danville (Main, Market, and Beyond), Fredericktown (Fredericktown Community Development Foundation), and Gambier. The Coordinator will assist in growing the capacity and operational effectiveness of the organizations in each village. The Coordinator's exceptional stewardship, communication, and strategic planning skills will aid the organizations in promoting their mission and objectives, maintaining positive relationships with individuals and businesses in the community, achieving organizational goals, and maintaining sound financial practices.

Responsibilities:

This position has two major areas of responsibility:

1. To provide assistance to Knox County's villages in fulfilling the Area Development Foundation's mission to enhance vibrancy in downtowns.
2. To build the capacity of each village's downtown area group into a thriving and sustainable community, downtown and business development organization

Tasks and Responsibilities: The areas of responsibility listed above are accomplished in a variety of ways. Some of the daily, weekly, monthly, etc. duties of the job are as follows:

- Engaging with community groups and community events/activities
- Providing assistance and direction to village stakeholders
- Maintaining a close working relationship with all necessary local government contacts
- Attending regular merchant and business owner meetings for stakeholders within each village
- Coordinating and directing an organizational development strategy in conjunction with relevant community committees
- Drafting organizational policies and procedures
- Managing administrative aspects, including record keeping, preparing reports, responding to emails and phone calls, and providing information to each village's merchants organization

- Working with each village’s merchants organization to prepare and adhere to comprehensive budgets and assist with financial oversight
- Develop and assist with implementing systems to track memberships and sponsorships, follow-up with unpaid invoices, and provide information to new/potential members
- Work with businesses in connecting them to the correct resources, inform them of information provided by the village (ie: road closures), and collaborate on downtown events
- Providing oversight on marketing projects for the various events
- maintaining an up-to-date website, social media presence, and regular contact with the members
- Setting up networking meetings for members
- Visiting new and existing businesses
- Promoting Shop Small Saturday
- Acting as a liaison to the merchants
- Assisting with efforts such as, but not limited to, a year-round banner campaign for the banners in the downtown area, arrange for beautification elements, like flower baskets, window decorations and Christmas decorations, and create a overall downtown aesthetic program
- Assist in planning and implementing major events throughout the year including—events such as Ladies’ Night Out, Chicken Days, Farmers Markets, Christmas in July, Bash in the Burg, and the Centerburg Cookie Walk, etc.
 - It will be the Coordinator’s responsibility to work with the respective committees and the point of contact for each event to ensure all work is done well ahead of the scheduled event
 - Coordinator must be available to assist in the set-up and tear down and to direct vendors/exhibitors, and attendees (some evening and weekend work required)

Desired Qualifications and Qualities:

The ideal candidate must possess a strong work ethic, outstanding communication skills, strong leadership qualities, and good planning, organizational and independent work skills. The exceptional Coordinator should streamline organizational operations, improve revenue, direct business strategy, and enhance relations with the media, internal stakeholders, and surrounding communities.

- Community-oriented and passionate about adding features, improvements and unique experiences to Centerburg, Danville, Fredericktown, and Gambier
- 3+ years education and/ or experience in at least one of the following areas: finance, public relations, economic development, marketing, planning, business, government, or non-profit experience
- Experience in understanding the issues confronting business and property owners, public agencies, and community organizations
- Entrepreneurial, enthusiastic, creative, well-organized, and capable of functioning effectively in an independent environment.

- Superior communication skills are essential
- Bachelor's Degree preferred

Salary & Benefits

- Salary starting at \$40,000
- Health insurance
- 401K Plan w. match
- Mileage reimbursement
- Flexible scheduling
- Remote working