

Director of Downtown Development

BACKGROUND

In 2009, Raleigh's population reached 405,791 surpassing cities such as Minneapolis, St. Louis, Colorado Springs, and Cincinnati. Equally significant, the central business district experienced a renaissance of historic proportions. Over the past five years, over \$2 billion in construction projects have been completed in downtown Raleigh. This is an excellent opportunity for a motivated professional with strong economic development credentials and a passion for downtown to join a growing organization during a momentous time in our history.

About the Downtown Raleigh Alliance

The Downtown Raleigh Alliance is the official nonprofit organization designated to manage and promote downtown as a regional center of commerce, tourism, and livability. Through its dedicated Board of Directors and professional staff, the Alliance team provides a comprehensive array of programs designed to strengthen the central business district. The programs are categorized into five main areas: Clean & Safe Ambassadors, Marketing & Events, Economic Development, City Plaza Management, and Advocacy. The Alliance was created in 1996 by a coalition of community advocates, corporate leaders, and government officials. Our website is www.youRhere.com.

POSITION REQUIREMENTS

EDUCATION

Position requires a four-year undergraduate degree in business, economics, real estate, urban planning, business administration, or public policy, and five or more years of relevant experience, preferably with an economic development organization or a real estate development company; or a graduate degree in the aforementioned fields with three or more years of relevant experience.

SUPERVISION

The Director of Downtown Development reports directly to the President & CEO of the Downtown Raleigh Alliance (DRA).

GENERAL POSITION DESCRIPTION

While working primarily as a staff member of DRA, the Director of Downtown Development also works seamlessly with the Economic Development team of the Greater Raleigh Chamber of Commerce to identify and recruit companies seeking new office space, and to promote downtown Raleigh as a desirable location for corporate, divisional or regional headquarters as well as national and international businesses. This position is also responsible for the retention of existing tenants and businesses. This position interfaces with Chamber of Commerce Economic Development staff, City of Raleigh economic development and planning liaisons, regional and state economic developers, office developers, commercial real estate brokers, financial institutions, relocation consultants, transportation and utility companies, and potential international customers.

SPECIFIC DUTIES

1. Be thoroughly knowledgeable of and professionally articulate about the assets and qualities of a center city in general and downtown Raleigh in particular as an exceptional place for businesses to grow and thrive.
2. Create and update database of downtown inventory showing available spaces, sites, and buildings.
3. Establish and maintain excellent relationships with economic developers, the real estate development community, commercial and industrial real estate brokers, and in so doing, remain constantly aware of available office space, development sites, and plans for the future.
4. With great discipline, follow up regularly with prospects to ensure their needs are met. Follow leads until they become viable prospects for the downtown market or until all avenues of recruitment potential have been exhausted.
5. Develop and maintain a network of key leaders in Raleigh and other local partners who can assist in the marketing of downtown Raleigh to regional, national, international, and commercial prospects and investors.
6. Utilize volunteers, wherever possible and in conjunction with client needs, to help market Downtown Raleigh.
7. Coordinate with others in the community to resolve issues that can possibly preclude businesses from establishing headquarters and offices in Downtown Raleigh.
8. Dedicate time and energy to developing new methods, especially with regards to technology and new media, to attract businesses to Downtown Raleigh.
9. Participate in and direct, as may be required, the development of marketing programs and supporting materials aimed at attracting regional, national, and international clients to Downtown Raleigh.

COMPENSATION AND BENEFITS

Salary is commensurate on candidate's qualifications. DRA offers a generous benefits package including health and dental insurance, and a retirement program.

APPLICATION

All interested candidates must submit a resume with salary for the past three positions and cover letter by **August 16 2010**, to: Roxanne Coffey, Office Manager, Downtown Raleigh Alliance, roxannecoffey@downtownraleigh.org or mail to 120 S. Wilmington St., Suite 103, Raleigh, NC 27601. No calls please.