

**Downtown Cuyahoga Falls Partnership, Inc.**  
**A 501(c)(3) Organization**  
**Position Description**

<b>Job Title:</b>	<b>Executive Director</b>
<b>Reports To:</b>	Board of Directors
<b>Location:</b>	Cuyahoga Falls, Ohio
<b>Approved By:</b>	Board of Directors
<b>Approved Date:</b>	7/20/2020

This position is hired by, and reports to, the Downtown Cuyahoga Falls Partnership Board of Directors. The Board of Directors will conduct an annual review of the Executive Director.

**SUMMARY**

The Executive Director coordinates activity within a downtown revitalization program/district that utilizes historic preservation as an integral foundation for core area economic development.

The Executive Director is responsible for initiating, coordinating and implementing a downtown development program which utilizes the national Main Street process of four basic tenets; organization, promoting, design and economic development.

Specifically, the Executive Director is responsible for implementing the ideas, issues and projects needed to successfully carry out the revitalization of downtown Cuyahoga Falls and sustain its viability, and to develop programming and events to sustain Partnership budgetary expenses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Strategy**

With the Board of Directors, responsible for developing and annually reviewing a strategic plan for the implementation of revitalization and historic preservation of downtown Cuyahoga Falls.

Work with the executive committee of the Board of Directors to develop an annual budget and funding process, which will maintain the fiscal viability of the organization.

Be thoroughly familiar with all persons and entities directly or indirectly involved with the downtown commercial district; with the Board of Directors, develop strategies for building from the community's human and economic resources.

### **Communication**

Develop and conduct continuous public awareness and education of downtown Cuyahoga Falls as it relates to the Downtown Cuyahoga Falls Partnership's goals and objectives. Through speaking engagements, media interviews and appearances, social media and regular email newsletter, keep the program highly visible in the community.

### **Liaison**

Act as a liaison between the individual property owners and tenants with the City of Cuyahoga Falls personnel to provide information and communication with respect to building improvement projects (interior/exterior and signs) permitting, grants, loans, preservation and the like in accordance with application ordinances, codes and regulations.

Develop and assist downtown business and property owners with specific downtown issues and aid in the organization and consensus of how to address and solve those issues, such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management, beautification efforts, etc.

Design and implement a calendar of events aimed to bring patrons to the Downtown area for the purpose of both creating a revenue stream for the Partnership and to entice visitors to enjoy and return to downtown Cuyahoga Falls.

Collaborate with other community organizations, such as the Chamber of Commerce, Library, Historical Society, Art Center, etc, City, Parks and Recreation Department, and businesses in the joint sponsorship of above promotions and events.

Work with property owners and realtors in the marketing of vacant downtown properties, establish and keep an updated business recruitment listing, and create the printed and visual materials needed to market downtown Cuyahoga Falls as a viable business climate to developers and prospective businesses.

Build relationships with and foster a sense of community among Downtown businesses.

### **Administrative**

Manage all administrative aspects of the Downtown Cuyahoga Falls Partnership program, including purchasing, record keeping, budget development, donor and volunteer management, and bookkeeping.

Attend all Downtown Partnership committee meetings on a monthly basis and assist with the functions of the various committees. Support committees and committee chairs with implementing committee ideas.

Utilizing the Main Street program format, develop and maintain data systems to track the process and progress of the Downtown Cuyahoga Falls Partnership program. These systems should include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.

Apply for grants, seek sponsorships, and fundraise to fund projects, programs, and events.

Prepare and maintain documents for regular Board meetings.

Attend Main Street and Heritage Ohio webinars and conferences.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DESIRED EDUCATION and/or EXPERIENCE**

3+ years education / experience in at least one of the following areas: historic preservation, economics, finance, public relations, community engagement, marketing, development, event planning, business, or retailing.

Experience in understanding the issues confronting business and property owners, public agencies and community organizations.

Be entrepreneurial, enthusiastic, creative, well organized and capable of functioning effectively in an independent environment.

**LANGUAGE SKILLS**

Superior verbal and written communication skills. The individual must be able to effectively communicate within large group presentations, Board of Directors meetings, standing committee meetings, and 1-1 meetings with current and prospective downtown business owners.

**REASONING ABILITY**

The position requires the individual to apply sound common sense, business organizational and strategic planning abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The Executive Director is expected to be a participating member and a representative to the Main Street Organization and other local organizations as determined by the Board of Directors. Must have a valid driver's license.

**RESOURCE MANAGEMENT RESPONSIBILITIES**

The Executive Director may need to supervise any necessary temporary or permanent employees, as well as volunteers. He/she participates in personnel and project evaluations. The Executive Director maintains Downtown Cuyahoga Falls Partnership program records and reports, establishes technical resource files and libraries and prepares regular reports for the state Main Street program and the National Trust Main Street Center. The Executive Director monitors the annual project budget and maintains financial records in cooperation with the organization's Treasurer.

**ORGANIZATIONAL ABILITIES**

The Executive Director will be expected to work cooperatively with other parties at various levels, including helping with city planning for downtown Cuyahoga Falls, coordinating events, and working with committees.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Executive Director will be expected to represent the Downtown Cuyahoga Falls Partnership at functions, meetings, events and programs at the local, state and national levels. Hours will include evenings and weekends.

Moderate travel is an expectation of the position.

To maintain a visible presence, regular visits to downtown businesses and organizations will be expected.

### **SALARY & BENEFITS**

Salary and benefits provided. Please submit your salary requirements. Future reviews will be tied to performance.

### **RESUMES**

Please submit resumes to [dtcfpartnership@gmail.com](mailto:dtcfpartnership@gmail.com) by no later than Friday August 14th, 2020. Please include professional references. Electronic resumes are preferred, however, you may mail your resume to PO Box 382, Cuyahoga Falls, OH 44222. Only electronically submitted resumes will receive an acknowledgement of receipt.