

CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET

EMPLOYMENT OPPORTUNITY

Position: **Executive Director**

Employer: Cheyenne Downtown Development Authority (“CDDA/Main Street”)
Cheyenne, Wyoming

Application Deadline: 5:00 PM MDT, March 31, 2017

Starting Date: Negotiable

Salary: Negotiable

Apply to: andy@downtowncheyenne.com

General Description:

The Cheyenne DDA/Main Street Executive Director coordinates activity within a downtown revitalization program which utilizes business retention, business recruitment coupled with historic preservation as integral foundations for core area economic development. He/she is responsible for the development, conduct, execution and documentation of the goals of the Cheyenne DDA/MS program. The director is the principal onsite staff person responsible for coordinating all project activities locally as well as for representing the community regionally and nationally as appropriate. In addition, the Director should help guide the organization as it grows and as its objectives evolve. The Director represents the DDA/Main Street at the organization's events and community business activities and functions, which will include evening and weekend appearances and participation.

Qualifications:

General: The successful applicant shall be of good moral character, be enthusiastic and creative, be a problem solver and a self-starter who takes initiative.

Education: Bachelor's degree from an accredited college or university is required in Business, Real Estate, Public Administration, Finance or related field.

Applicants with certifications such as CAE-Certified Association Exec, CCP-Certified Community Planner, or other related national or state certifications are desired.

Experience and Skills: The applicant should have demonstrated experience and knowledge in planning, real estate development, economic development and implementation as well as experience with preservation of historic buildings. Former high level administration experience and experience in working with Main

Street or economic development agencies is preferred.

The applicant should have experience in working with local government; familiar with public meetings law, public records law, state federal grant programs, as well as experience with organizations that receive their main funding through taxes such as mill levies.

The applicant must understand the issues confronting downtown business people, property, owners, public agencies and community organizations. The applicant must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation. Excellent verbal and written communication skills are essential. The applicant must have a working knowledge of computer programs such as Microsoft Office, Quick Books and social media sources, such as Facebook, Twitter, Constant Contact

For a full job description and additional information contact:

Cheyenne Downtown Development Authority/Main Street

1601 Capitol Avenue

Cheyenne, WY 82001

E-mail: andy@downtowncheyenne.com

It is the policy of the CDDA/Main Street to provide equal employment opportunities for all qualified individuals including those with disabilities. Positions with the CDDA/Main Street may require a criminal background investigation and credit history, otherwise known as an "investigative consumer report." If you are being considered for a position with the CDDA/Main Street, this may be part of a conditional job offer and must be satisfactorily completed prior to hire.

The CDDA/Main Street reserves the right to reject all applications.

Date Posted: Feb 3, 2017