

## **Downtown Development Authority/Downtown Shreveport Development Corporation Executive Director**

### **POSITION SUMMARY:**

The Shreveport Downtown Development Authority Executive Director reports to the Downtown Development Authority and Downtown Shreveport Development Corporation Boards.

The ideal candidate will have prior experience working in a downtown development organization in a comparable size municipality. Additionally, experience with commercial real estate and development, planning and zoning, and coordinating events is beneficial.

The Executive Director position requires work outside the normal 8:00am-5:00pm workday. After hours events, weekend events and responding to inquiries from public officials and downtown stakeholders often happens outside business hours.

Shreveport shares many of the same issues downtowns across the country are experiencing. Fewer workers in the traditional office setting, homeless populations, declining commercial office space occupancy, vacant buildings, and perceptions of public safety in the downtown area are a few of the current challenges.

The Executive Director will need to be able to build relationships with the Mayor, City Council, City Department Heads, State Legislature and Downtown Stakeholders quickly and be able to communicate professionally with these groups when required. The Executive Director serves as an advocate, cheer leader and champion of Downtown Shreveport.

Downtown Shreveport is a mix of office, retail, residential and entertainment businesses. Understanding the constant requirements of each group's priorities and needs is essential to success.

Please review additional information about the DDA and City of Shreveport on their websites:

Shreveport DDA: [www.downtownshreveport.com](http://www.downtownshreveport.com)

City of Shreveport: [www.shreveportla.gov](http://www.shreveportla.gov)

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### **JOB DESCRIPTION AND RESPONSIBILITIES**

The Executive Director is the face and voice of the DDA/DSDC and shall direct the day-to-day operations of the organizations. These operations include administrative staff, and the Streetscape and ShrevePark divisions.

The Executive Director is responsible for budget preparation and oversight, work plan development and implementation, maintaining and fostering positive relationships with downtown partners that include but are not limited to businesses, property owners, developers, public and elected officials, the media, and general public.

He or she will plan and implement special events and assist any DDA/DSDC standing committees.

The Executive Director will be responsible for keeping abreast of projects and programs, tax incentives, real estate changes, banking and development trends and general facts and figures that will impact development in Downtown.

The Executive Director will take the lead in meeting with potential new property and business owners and developers to share known opportunities or pitfalls, to provide an overview of historic tax credits (if appropriate), and to share knowledge of any grants or other assistance.

The Executive Director must determine an effective media strategy to assist in sharing information about downtown businesses, opportunities and events and to help counter any negative downtown narrative. The Executive Director will personally handle the lion's share of social and other media generated by DDA/DSDC, and is responsible for all social media created and shared by DDA/DSDC.

The Executive Director will work with the nonprofit & business partners in DDA/DSDC- owned buildings to determine needs & funding levels to present to the appropriate board.

The Executive Director will manage and oversee useful operation and maintenance of the DDA/DSDC building at 416 Cotton Street, and the DDA Streetscape/ShrevePark Facility at 1215 Texas Avenue as well as ensuring that any structural and roofing issues at DDA/DSDC owned 421 Market St. (Dripp Donuts), 708 Texas St. (artspace) and 617 Texas St. (Robinson Film Center) are dealt with in a timely manner by whichever entity or tenant is responsible.

The Executive Director shall work with governmental entities such as City of Shreveport's Permits and Inspections, the State Fire Marshal, the MPC, and others to keep abreast of laws and regulations, and to advocate for and gain information helpful to future development of downtown and for specific projects.

The Executive Director shall research and identify opportunities to improve the performance and value of all downtown properties and make local and national contacts as needed in that regard. The Executive Director shall work to build consensus to support downtown development

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among the downtown business community, downtown organizations, city and regional governments, the Chambers of Commerce, and other public and private interests.

The Executive Director shall be the liaison to downtown businesses and property owners concerning their questions about property usage, crime and infrastructure concerns and any other issues in which the DDA is able to assist.

The Executive Director shall keep updated records of infrastructure needs in downtown to share with appropriate city/state departments and divisions. This infrastructure includes but is not limited to streets and roads, sidewalk conditions and any specific dangers, the function of streetlights and crosswalk signs, tree grates and tree health & maintenance, signage, and other things that may be found in the City Rights-of-Way.

The Executive Director will stay informed through the Main Street organization and other channels of timely and effective programs that DDA/DSDC may wish to implement in downtown Shreveport as well as news of how other cities and towns are dealing with issues of importance to downtown Shreveport.

The Executive Director will work to encourage local, state, and federal lawmakers to continue their support of the important State and Federal Historic Tax Credit Programs.

The Executive Director will stay abreast of vacancies on the DDA board and monitor the nominations process between the nominating entities, the Mayor and City Council.

The Executive Director is responsible for all personnel activities and any other duties assigned by the board(s).

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### **IDEAL CANDIDATE QUALIFICATIONS**

- Bachelor's degree in a relevant field; MBA or other advanced degree preferred.
- Minimum 5 years of executive management, business, or leadership experience.
- Experience in downtown management profession preferred.
- Demonstrated community leadership.
- Ability to lead the DDA and DSDC boards of directors in decision and policy making.
- Demonstrated ability to communicate, listen, and seek input from others.
- Strong group dynamics, organizational, and corporate leadership skills.
- Experience with fundraising, budgeting, and forecasting.
- Experience with human resources, policies, and procedures; facilitating effective meetings; and issue management.
- Excellent knowledge of best practices related to downtown and place management.
- Excellent public speaking and presentation skills.
- Open-minded and often seeking new opportunities for both DDA and DSDC.
- Demonstrated ability to effectively guide a team and work with a wide variety of stakeholders and interests.
- Project a positive constituent-focused attitude inside and outside the office.

**Compensation:** Salary will be commensurate with qualifications, experience, and record of achievement of the successful candidate and ranges from \$100,000 to \$120,000. Compensation will include competitive benefits package.

**To apply:** Send cover letter, resume, and written reference letters (minimum of 3) to [edsearch@downtownshreveport.com](mailto:edsearch@downtownshreveport.com)

No phone calls please. Resumes accepted until January 31, 2024.

The Shreveport DDA is an Equal Opportunity Employer.

***PLEASE NOTE: The Shreveport DDA is a public entity. Louisiana law requires that the names of all applicants and related submissions are subject to public disclosure.***