



Downtown Wichita

Director of Community Development

March 2018

GENERAL DESCRIPTION

The Director of Community Development position will work in a team environment within the Downtown Wichita organization to revitalize and enhance Wichita's urban core. Key responsibilities include the coordination and implementation of special projects, management of various programming and placemaking initiatives, assistance with ongoing operations of the organization, and support for development project plans and processes. In addition, this individual will assist with the writing, coordination and implementation of grant proposals for targeted initiatives. This position will support, manage, and maintain current economic and market data for the Downtown district. This position will also serve as a liaison from the Downtown Wichita organization to business, property owners, and other stakeholders within the district, in addition to working with partner organizations and municipalities in furthering the mission of Downtown Wichita.

ESSENTIAL WORK TASKS

Primary work task is to assist the Executive Vice President with the planning and execution of the organization's economic development and community development programs. Tasks include (but are not limited to):

(1) Placemaking and Programming Initiatives

- Pop-Up Urban Park – Coordinate and facilitate operations and planned events
- Gallery Alley – Coordinate and facilitate operations and planned events
- Organization-led events and programming

(2) Business Liaison

- Ongoing relations with business and property owners
- Lead various initiatives to improve business relationships
- Database management (in coordination with the communications team)
- Organizational Committees

(3) Economic and Market Data Research

- Property and land use (database management)
- Downtown project and investment tracking
- State of Downtown Report – assist with data collection
- Track economic data (various industries) for the Downtown district
- Targeted research initiatives

(4) Special Initiatives

- Assist with grant proposals for targeted initiatives and projects
- Manage projects within budget and timeline (including: planning, design, coordination, implementation)
- Various special projects and work tasks as defined by the EVP

(5) Maintain relationships with partner organizations

- Assist EVP with implementation and execution of Greater Wichita Partnership strategic goals
- Coordinate initiatives with partner organizations

This position reports directly to the Executive Vice President of Downtown Wichita.

TRAINING AND EXPERIENCE

Minimum Bachelor's degree in urban design, business, construction management or related field. Experience in project management, urban design or real estate development is preferred. Downtown Wichita shall evaluate any/all related experience.

SKILLS, KNOWLEDGE AND ABILITIES

Skill and proficiency in the utilization of Windows and Macintosh operating systems and applications including but not limited to: Microsoft Office Suite, Adobe Creative Suite.

High level of initiative with the ability to self-motivate, and highly-detail oriented.

Possesses strong time management, project management or multi-tasking skills.

Ability to work as a member within a strong team environment, both with internal staff members and community partners and stakeholders.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, including business writing, conversational, presentation and telephone skills.

Ability to present information in a concise, informative manner. Must be able to present themselves to stakeholders and the public in a professional manner.

COMPENSATION AND BENEFITS

Compensation is commensurate based on experience.

Benefits package includes company-sponsored health and dental plan, paid sick leave and vacation time, and paid holidays. Also offered is employer-paid group life and disability insurance plans.

Employee can also participate in 401(K) retirement savings plan.

Downtown Wichita is an equal opportunity employer.

Please include cover letter, resume, portfolio samples (if applicable) and references in your application and send to:

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