



Downtown Neighborhood Association of Elgin

Executive Director

The Downtown Neighborhood Association (DNA) of Elgin is a catalyst in creating a thriving Downtown Elgin. The Executive Director will help the DNA facilitate long-term, sustainable and vibrant businesses in Downtown Elgin through the following initiatives:

Economic Development

The Executive Director will actively recruit new businesses to vacant downtown properties by:

- Generating accurate data about downtown occupancy, available properties and relevant details in the downtown district.
- Based on that data, create strategic plans to increase occupancy by actively pursuing businesses that fit within the DNA's mission.
- Being a liaison for the city, showing available properties to interested parties.

The Executive Director will support existing businesses through education, grant opportunities and pro-growth city policies by:

- Pointing businesses towards programs, articles and other educational avenues that foster best business practices.
- Regularly make building and business owners aware of possible grant resources that may benefit them.
- Consistently seek feedback from its constituents to learn what policies will foster greater growth for their businesses, and advocating for those policies at the city and state level.

Partnership & Collaboration

The Executive Director will bring together businesses, property owners, city officials and other key stake holders to partner towards a thriving downtown community by:

- Fostering a close working relationship with the City Council and Staff, updating them monthly on our Purchase of Service Agreement deliverables, and initiating other ways to partner to further DNA objectives.
- Regularly meeting with all downtown building and business owners to maintain strong relationships, and further DNA membership for the purposes of involvement, collaboration with other businesses and growth.
- Building relationships with the Elgin Chamber of Commerce, Convention and Visitors Bureau, local colleges / universities, civic and other organizations for the purposes of partnership and furthering the mission of the DNA.
- Recruiting and maintaining strong volunteer committees through clear and proactive communication, planning, delegation and enthusiasm.

Promotion & Perception

The Executive Director will promote our amazing businesses, community events and properties by:

- Developing various marketing initiatives that effectively communicate overall DNA goals, and promote community events and highlight DNA businesses - all while maintaining consistency with the DNA's mission and brand.

The Executive Director will manage the image and perception of Downtown Elgin through the media and other outlets by:

- Proactively communicating about the endeavors of the DNA through various channels - fostering a positive community perception.
- Building and maintaining good working relationships with the media.

Beautification & Cultural Enhancement

The Executive Director will be an advocate for the preservation and beautification of Downtown Elgin's historic architecture and best in class urban design by

- Partnering with the city and business / property owners to organize initiatives to beautify and preserve the historic architecture & urban design of our downtown.

The Executive Director will celebrate Elgin's unique cultural diversity and artistic character by:

- Partnering with local arts organizations and initiatives to further Downtown Elgin's emergence as a premiere artistic community.
- Supporting and promoting the activities, events and initiatives in Elgin that celebrate our city's wonderful diversity.

Skills Needed

Organizational / Administrative Leadership

Ability to be passionate, mission-driven and self-directed; developing and implementing long-range plans, including organizational visioning, marketing campaigns, and work plans.

Provide supervision, development and direction to the DNA staff members (currently 1 Full Time and 3 Part Time staff).

Coordinate all administrative aspects of the organization including purchasing, record keeping, contracts, proposals and reports. Microsoft Office and database proficiency are needed.

Maintain a strong relationship with the Board of Directors, communicating regularly and providing all needed information for them to make informed decisions. This includes reporting monthly at the scheduled Board Meetings.

Communication

Must have outstanding social, written and verbal communication skills, with the ability to communicate effectively the DNA's strategy and objectives with the media, property owners, business owners, city officials and the community.

Financial Management

Give oversight to all aspects of the DNA budget, maximizing resources and maintaining the organization in a positive financial position. This includes, budget management, accounting, analysis and reporting. The Executive Director must create and submit an annual budget and monthly financial statements for approval of the Board of Directors. Proficiency in QuickBooks is a plus.

Hours: Full time (40 hours per week) with some evening and weekends required.

Benefits: Health insurance, paid time off, and a flexible work environment.

Please send resume, cover letter and salary requirements to the DNA Board President at Grichard5050@yahoo.com