

DOWNTOWN KALAMAZOO INCORPORATED

POSITION DESCRIPTION

TITLE: DOWNTOWN PLANNING AND DEVELOPMENT COORDINATOR

SUPERVISOR: REPORTS TO THE PRESIDENT

POSITION SUMMARY:

The Planning and Development Coordinator is responsible for assisting in all DKI activities including downtown comprehensive planning, economic development, urban design, placemaking, historic preservation, civil engineering, and tax increment financing; updating DKI's Comprehensive Plan, Capital Improvement Program, Parking Plan; and project implementation; and property management related to acquisition, development and maintenance.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Assist the President with the completion of specific downtown redevelopment projects, including project planning, design review, financing and construction management.
- Serve as liaison to design and engineering consultants and City staff on Arcadia Creek, Arcadia Creek Festival Place, Project Downtown, Downtown Maintenance Program, Special Infill Projects, Portage Street Redevelopment Plan and other Capital Improvement Program projects; coordinate citizen participation in planning and design process; work with other DKI staff on public presentations for a variety of downtown projects.
- Monitor public and private financing tools; prepare and submit grant funding applications; serve as liaison to consultants and City staff on project financing. Prepare project budgets and other financial documents as required. Maintain and update project cost data and spreadsheets. Prepare planning reports and research data to support projects and programs.
- Manage budgets for Arcadia Creek Festival Place, overall downtown maintenance, and capital improvement programs.
- Update and maintain Capital Improvement Plan and budget, coordinating the annual revision with appropriate boards, committees, and taxing units. Assist in the preparation of project plans, specifications and contract documents related to public infrastructure and streetscape projects. Coordinate project bid process. Monitor progress of projects. Direct contractor activities and process payments.
- Monitor condition of Downtown Development Authority (DDA) and Downtown Tomorrow Inc. (DTI) properties. Assist in management and development of DDA and DTI owned properties, working with property owners, tenants, developers, and others.

- Manage downtown maintenance programs and staff.
- Prepare, submit, and manage grant requests to local, state, and national organizations.
- Undertake, from time to time, other special assignments as assigned by the President.

PLANNING AND BUSINESS DEVELOPMENT:

- Conduct studies and survey coordination.
 - Conduct occupancy surveys.
 - Conduct business health surveys.
- Manage DDA liquor license application process.
- Manage grant programs i.e. Sign grants.

DOWNTOWN EVENT COORDINATION RESPONSIBILITIES:

- Serve as staff support to Downtown Kalamazoo, Inc. Brand & Engagement Committee, reviewing applications, coordinating and programming events at the Arcadia Creek Festival Place.
 - Serve as a clearinghouse for event information, strategies, and procedures to strengthen capacity of events and event sponsors at Arcadia Creek Festival Place.
 - Develop fundraising strategies that provide long-term benefits and financial security to events at Arcadia Creek Festival Place.
 - Inspect events prior to set-up, during set-up, operational and tear-down periods.
 - Educate event sponsors on event application process and timeline.

ESSENTIAL KNOWLEDGE AND SKILLS:

Must possess excellent communication and public relations skills. Ability to interact effectively with consumers, downtown visitors, residents, developers, business owners, property owners, designers and public officials. Knowledge of Microsoft XP, Word, Excel, PowerPoint and other computer applications.

EDUCATION AND EXPERIENCE

Requires Bachelor's degree in Urban Planning, Landscape Architecture, Economic Development, Public Administration, Facilities Management or similar areas with a minimum of five years of experience in a downtown development consulting firm or municipal planning or downtown development agency. General understanding of the principles and practices of urban planning and economic development.

ADDITIONAL REQUIREMENTS

Must possess a valid Michigan Driver's License

SALARY RANGE

\$40,000 to \$45,000

Please Submit Cover Letter and Resume by **Wednesday, November 18, 2015** to:

Mr. Steve Deisler, President
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