

Downtown Inc. Job Description for Downtown Business Development Liaison
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Job Title: Downtown Business Development Liaison

Hours: Full-time, Salaried

Position Description: To actively recruit and assist businesses interested in locating in downtown York.

This position requires strong leadership and consensus-building skills along with an ability to motivate stakeholders. Exceptional interpersonal and top notch verbal and written communication skills are required. A passion for community is essential. Energy, self-motivation and the ability to work both individually and as a team player are vital. A strong work ethic, effective follow-through and a strong knowledge of all Microsoft Office software are required. Meeting attendance outside of regular business hours will be necessary on occasion.

Position Accountable To: Executive Director

Duties and Responsibilities:

- Develop and maintain an accurate property inventory in the Central Business District.
- Research and compile trade area demographic information necessary to appropriately market downtown York to prospective businesses.
- Develop and implement a smart, strategic, and sustainable retail mix based on retail studies, gap analyses, and accurate trade area information.
- Proactively identify and recruit local, regional and national retailers and restaurants.
- Be the first point of contact for prospective businesses and provide assistance with site selection, permitting, and inspections.
- Collaborate with marketing committees of YCEDC and DI to develop recruitment marketing programs and materials.
- Work with City and County Economic Development to understand programs and funding opportunities available and promote them to interested businesses.
- Work with City and County Economic Development to dovetail strategic recruitment efforts.
- Understand the City permitting and inspection processes and guide new businesses through them, working through any roadblocks.
- Have an understanding and ability to communicate the guidelines and restrictions of the Historic Architectural Review Board and other municipal parameters.
- Communicate the importance of a well planned retail recruitment strategy to property owners, commercial realtors and other downtown stakeholders.
- Market downtown York as a viable and favorable location for business.
- Act as liaison between prospective businesses, property owners and commercial realtors.
- Act as liaison between interested businesses and City of York.

Qualifications:

- Experience in one or more of the following: downtown revitalization, retail recruitment, commercial real estate, sales, public relations, public administration, economic development.
- Excellent written and oral communication skills.
- Exceptional interpersonal and consensus building skills.
- Computer proficiency with an understanding of MS Office programs.
- Able to function effectively and independent of direct-supervision.
- Detail-, deadline-, and goal-oriented.
- Able to successfully manage multiple tasks and stressful situations.
- Able to exercise sound judgment in evaluating and making decisions.
- Able to handle sensitive issues with diplomacy and confidentiality.
- Knowledge of the York community preferred.
- Must hold a valid Pennsylvania drivers license.

The above represents essential duties in compliance with Americans with Disabilities Act of 1992.

Physical Demands:

1. Work days and hours: Monday-Friday; 8:30am to 5:00pm; flexibility necessary for some early morning, evening and weekend events and meetings.
2. Ability to safely operate a motor vehicle.
3. Maintain attendance standards in accordance with organizational personnel policies.
4. Safely and skillfully use all organization equipment.
5. Understand and comply with all workplace behavior policies.
6. Ability to lift and carry items weighing 10 pounds or less occasionally.
7. Ability to safely navigate on foot through vacant commercial and industrial spaces.
8. Ability to stand for extended periods of time during a seven and-a-half hour workday.

Benefits Package:

- Payroll-related taxes required by the government paid by Downtown Inc
- Workers compensation insurance
- Medical Insurance (employee contribution dependent upon level of coverage desired)
- Nine paid holidays per year*
- Free parking at a nearby lot/garage
- Two weeks paid vacation per year*
- Five personal days per year*

*Upon successful completion of 90-day probation period.

Downtown Inc's Employee Handbook fully outlines all personnel policies. All employees are provided with a handbook at the time of hire.

Downtown Inc is an Equal Opportunity Employer.