

**BRUNSWICK DOWNTOWN DEVELOPMENT AUTHORITY (BDDA)
MAIN STREET MANAGER**

The Main Street Manager for the BDDA/Main Street is directly responsible to the BDDA/DDA/Main Street Executive Director

Summary: Performs development, coordination, execution and documentation duties for Main Street Brunswick and to assist Director in implementing work program. Must be well organized, flexible and be able to relate to executives and volunteers. This position involves a high degree of confidential information.

Major Duties

1. Represent the BDDA/Main Street Program at meetings of other groups including, but not limited to: Brunswick Golden Isles Chamber of Commerce, Golden Isles Development Authority, City of Brunswick.
2. Maintain a current database of all businesses downtown with monthly updates. Submit all changes, additions and deletions to Director.
3. Maintain a current database of all properties downtown, including occupation and condition status.
4. Manage administrative aspects of the BDDA/Main Street program as assigned.
5. Research, generate, and implement programs and incentives to drive economic and workforce development by attracting new businesses & developers.
6. Serve as operational support for existing businesses in the downtown area.
7. Coordinate or co-coordinate special projects as designated by the Director.
8. Act as a liaison between the downtown community and various city departments relating to issues such as parking, crime, code compliance, etc.
9. Assist in managing Mary Ross Park and Old City Hall for events, oversee contract completion and compliance, keeping the calendar up to date.
10. Co-Manage the Mary Ross Harbor Market by taking in vendors, assigning spaces, collecting fees as needed, and marketing for vendors.
11. Assist the Events Manager in planning and executing downtown events.
12. Assist with downtown merchant communications, (ex: monthly newsletters, email updates, event submission, monthly meetings, etc.)
13. Assist in maintaining BDDA website by publishing articles, posting events, business listings, and general updating such as photos and material as needed. Maintain BDDA page on the City of Brunswick website.
14. Maintain the BDDA website calendar for the Director, Board and Committees as well as the downtown community events. Coordinate the event calendar with the Chamber, CVB, GIAHA, CCGA, EDA, City and others as appropriate.
15. Assist in developing annual work plans for the BDDA and business groups as needed.
16. Assist the Director in preparing reports, data, and research papers.
17. Assemble data for the monthly Main Street activity report.
18. May independently prepare correspondence and recurring reports.

Desirable qualifications may include:

1. A bachelor's degree or work experience in marketing, business, planning, public administration, or other discipline related to business development or preservation-based commercial revitalization.
2. Should be energetic, self-motivated, imaginative and an accomplished organizer capable of functioning effectively in an independent situation, while maintaining a sense of the overall goals of the commercial revitalization product.
3. Strong oral and written communications skills as well as attention to detail.
4. The ability to deal effectively with the public and governmental officials.
5. Knowledge of office equipment and experience with computers and word processing.

The above description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive. Additional work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload is required.