



Job Description

JOB TITLE: SENIOR MANAGER BUSINESS STRATEGY AND DEVELOPMENT	
FLSA STATUS:	Exempt
REPORTS TO:	Deputy Director
DEPT MANAGER APPROVAL:	DATE:
EXECUTIVE DIRECTOR APPROVAL:	DATE:

MISSION STATEMENT:

The Mission of the Miami Downtown Development Authority is to grow, strengthen and promote the economic health and vitality of Downtown Miami. As an autonomous agency of the City, the Miami DDA advocates, facilitates, plans, and executes business development, planning and capital improvements, and marketing and communication strategies. We commit to fulfill our mission collaboratively, ethically and professionally, consistent with the Authority's public purpose.

SUMMARY: This position serves as Senior Manager responsible for the Miami DDA’s business development and marketing activity. The Miami DDA has a dual and equal focus on business and community development, with the aim to enhance the economic health and vitality of the Downtown area. The Miami DDA’s business development and marketing strategy are both driven by extensive research and trend analysis to anticipate and support the evolution of Downtown Miami.

ESSENTIAL RESPONSIBILITIES

The successful candidate will be a strong communicator and collaborator and have creative problem-solving and analytical skills. The candidate will be a natural connector with a keen interest in cultivating relationships and bringing stakeholders together in the context of the development of Downtown Miami. This forward-thinker will anticipate the needs of stakeholders and recommend initiatives, research and projects that support the evolution of Downtown Miami. The candidate will help prioritize projects and major initiatives, work with other departments on work planning and deadlines, and be accountable for progress on top priorities and day-to-day processing.

The prevailing candidate must:

- be a creative and out-of-the-box thinker with a keen understanding of concepts, principles, strategies and tactics in the field of business development, real estate and marketing

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- have experience in the recruitment and retention of a wide range of businesses and organizations, in particular in the technology and finance industries
- be able to effectively work with groups, agencies and individuals with differing interests, helping to find common ground and build consensus
- have experience in leading a department or division, and supporting and managing a talented staff
- be a collaborative operator, who actively seeks to work with other departments, and strives for cross-functional synergy
- have the ability to analyze data and information to accurately assess issues and opportunities, make high-quality recommendations, and provide clear communication to the Executive Director and Board

Knowledge of local government organizational structure, regulations, policies, and procedures, and the ability to understand, navigate and influence the political terrain are highly desired.

NON-ESSENTIAL DUTIES/RESPONSIBILITIES: None noted at this time.

SUPERVISORY RESPONSIBILITIES: Directly supervises all staff assigned to the Marketing & Business Development department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in Business, Real Estate, Marketing, Public Relations, Communications, or related fields; and at least seven years progressively responsible experience in similar setting. Master's degree highly desired and may substitute for experience on a year-to-year basis at the discretion of the Executive Director.

COMMUNICATION/LANGUAGE SKILLS: Expert written and oral communication skills, including the ability to effectively present information to the Executive Director, coworkers and colleagues, the Board of Directors, the media, and external groups. In particular, the ability to write/edit content, speeches, articles, press releases, brochures, and other informational materials using original or innovative techniques or style; and the ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or boards of directors is required. Spanish proficiency highly desired.



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MATHEMATICAL SKILLS: Advanced math skills required to analyze and compute budgets, financial statements, purchases, statistics, trend analysis, and other professional and administrative calculations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions at a tactical and strategic level.

CERTIFICATES, LICENSES, REGISTRATIONS: Certificates, licenses and/or registrations in applicable profession preferred.

OTHER SKILLS AND ABILITIES: Computer skills: Microsoft Word, Excel and PowerPoint. Knowledge of publication and/or graphic design software highly desired. Organized and able to handle multiple projects simultaneously in an efficient, effective and timely manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY: Follows DDA, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

Interested parties, please email cover letter and resume to info@miamidda.com.