

Downtown Akron Partnership

Title: Director of Business Development

Reports to: President

Downtown Akron Partnership (DAP) seeks an energetic, service-oriented and entrepreneurial individual to lead a measurable strategy for business development efforts in downtown Akron.

Responsibilities:

- Create and manage a downtown dashboard including relevant statistics for property owners, potential tenants, perspective businesses and investors in conjunction with the business relations specialist
 - Update the dashboard quarterly
 - Develop innovative strategies to attract businesses
 - Coordinate assessments and research to assist in business development
- Coordinate, conduct, track and communicate outcomes of business retention program
- Coordinate business visits with city, county and Greater Akron Chamber of Commerce in alignment with Elevate Akron strategy
- Represent DAP on tactical, strategic and advisory groups
- Coordinate, conduct, track and communicate outcomes of pop up retail program
- Build and manage relationships with stakeholders, partners and supporting agencies of business development work in downtown
- Manage and update available space database and business development web platforms
- Conduct property searches
- Convene and coordinate DAP business development committee
- Communicate with real estate professionals, businesses, property owners and public officials
- Support advocacy initiatives in alignment with DAP policy and governance
- Develop relationships with existing and business and property owners
- Provide liaison services between business and property owners and local government
- Meet and support prospective businesses interested in downtown location
- Communicate initiative outcomes to the communications director for marketing and promotion
- Participate and assist with DAP programming and events
- Other duties as assigned

Required Skills:

- Superior oral and written communication skills
- Excellent organizational skills
- Proficiency with Microsoft programs - Word, Outlook and Excel
- Experience with contact management systems (Salesforce, etc.)
- Interest in business and real estate development, public policy and city building

Preferred Experience:

Bachelor's degree or associate degree

To Apply: Please submit a cover letter and resume to info@downtownakron.com.

To learn more about Downtown Akron Partnership, visit us at www.downtownakron.com