



**EXECUTIVE DIRECTOR**  
**Downtown Natchez Alliance (DNA)**  
*Member, Mississippi Main Street Association*

**SUMMARY**

The Downtown Natchez Alliance (DNA) is a non-profit entity organized to advance Downtown Natchez as a vibrant commercial and cultural district consistent with the city's official Downtown Master Plan and the national Main Street approach, a time-tested framework for community-driven, comprehensive revitalization of historic downtowns.

The successful candidate will be a visible leader, on the forefront of change, in the business, cultural, and civic communities, effectively representing Downtown Natchez to a broad number of important constituencies at the local, state, and national levels.

**Responsibilities**

- Promote, stimulate and foster business, cultural, and physical development in Downtown Natchez in partnership with the public, private, philanthropic, and nonprofit sectors.
- Facilitate development strategies for Downtown; recruit quality businesses and developments; assist on project development, design and funding; support retention, expansion, and competitiveness of existing businesses; cultivate a strong ecosystem of entrepreneurs and innovators.
- Manage overall operations of DNA, including recordkeeping, finances, fundraising, work plans, programs, events, donors, stakeholders, volunteers, etc.
- Develop and implement an annual work plan that follows the four points of the Main Street Approach (organization, design, promotion, and economic vitality).
- With Board of Directors, secure sustainable financial resources to support the organization's ambitions; develop and manage the annual budget.
- Seek out and obtain grants, spearhead fundraising campaigns, and obtain corporate sponsorships.
- Recruit and actively manage effective volunteers for DNA task teams and committees.
- Encourage retail promotional activities, special events, festivals, farmers markets to attract people to downtown.
- Nurture productive relationships with the Mayor, Aldermen, and City Department Heads, as well as with the Adams County Board of Supervisors and other public and private entities to build consensus, align competing interests, and better utilize resources.
- Encourage appropriate new construction and rehabilitation of historic buildings in Downtown in partnership with the city and the Historic Natchez Foundation.
- Advise City's Historic Preservation Commission on applications for Certificates of Appropriateness (COAs) and the Planning Commission on applications for Downtown rezoning and development in Downtown Natchez.
- Maintain compliance as a Mississippi Main Street Association (MMSA) Designated Community, including all requirements included in the annual MMSA Memorandum of Agreement.
- Other duties as assigned by the DNA board of directors from time to time.

**Essential Skills**

- Excellent interpersonal, public speaking, presentation, and writing skills.
- Ability to work with stakeholders from both the private and public sector.
- Entrepreneurial, well organized, self-motivated, and able to work autonomously.
- Working knowledge of Microsoft Office, Google Chrome, Adobe Creative Suite, database management, social media platforms, and website content management is helpful.

## Education and Experience

- Minimum four-year degree.
- Prefer bachelor's or master's degree in planning, real estate development, historic preservation, business, economics, public policy, or marketing or equivalent experience.
- Demonstrated experience in organizational leadership, nonprofit/volunteer management, and budget formation/oversight.
- Demonstrated experience in planning, urban development, policy development and implementation.
- Proven non-profit fundraising experience and track record of successful grant writing.
- Commercial district management or downtown development experience is a plus.
- Sensitive to historic preservation issues and concerns of downtown businesses and other stakeholders.
- Experience in government relations, public-private partnerships, and complex external relationships is a plus.
- Knowledge of the national Main Street approach.

## Compensation

Salary: Up to \$70,000 plus benefits, depending upon qualifications.

## Apply

Apply by March 31, 2022. Please send e-mail message with a cover letter, a resume, and contact information for three (3) professional references to [DNANatchez@gmail.com](mailto:DNANatchez@gmail.com) or call 404-317-5524 if questions. Zoom and/or in person interviews. Position is located in Natchez, MS, and is not remote. Open until filled.

*Revitalize Historic Downtown Natchez. Bring diverse communities together. Forge the future.*

