

Hartland Business Improvement District

Director, part-time - Job Description

The downtown Hartland Business Improvement District (BID) is seeking a part-time Director to oversee the operations of the BID. The Director must possess good relationship skills and have experience working in economic development and with governing boards. Must be capable of working independently to achieve the goal of the BID.

The Director will actively participate in the pursuit of new businesses and/or developments consistent with current planning studies and the direction of the BID Board. Director will conduct activities necessary for the retention of existing businesses, promotion of commerce and special events, and provide assistance in relocating within the district and the management of information to achieve established BID goals and objectives. Experience with social media platforms, email campaigns and website administration is desired.

Qualifications include a bachelor's degree in public administration, planning, marketing, non-profit management and 3 years applicable experience. Experience working with downtown associations, municipal government or Chamber of Commerce is a plus. The candidate needs strong organizational skills, strong communication skills, and the ability to work with diverse groups. Proficiency in social media platforms, email campaigns and website administration is desired.

Please email resume and cover letter to Hartland BID Board Secretary at bid@downtownhartland.com. Salary commensurate with experience and qualifications.