



DEFIANCE DEVELOPMENT & VISITORS BUREAU

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DEFIANCE DEVELOPMENT AND VISITORS BUREAU EXECUTIVE DIRECTOR JOB DESCRIPTION

ABOUT US: For 10 years the Defiance Development and Visitors Bureau, a 501 (c) (3) organization, has served the community. As an organization, we are committed to revitalizing the downtown and promoting areas throughout the county. We have actively participated in developing and working towards the goals in our local Strategic Plan document. Through our work of promoting and enhancing the quality of life in Defiance, we have an opportunity to impact positive change for our community. Due to these efforts we were awarded the designation of one of Ohio's Best Hometowns for 2014.

Our Mission

“Improving lives by strengthening the heart of Defiance.”

Vision Statement

“Downtown Defiance, where friends, families and the rivers meet...”

Work Objective

The Executive Director is responsible, in conjunction with the Board of Directors, for the development, execution and documentation of the organization's short and long term objectives including the Main Street Program. The ED coordinates activity within a downtown revitalization program that utilizes historic preservation and revitalization as an integral foundation for local economic development. The ED will help guide the organization through growth and evolving objectives.

Required Knowledge and Skills

The ED should have education and experience in one or more of the following areas: marketing, communication, city planning, economic development, volunteer management, small business development, event planning, or non-profit administration. The ED must understand the issues confronting downtown businesses, property owners, public agencies and community organizations. The ED should possess excellent verbal and written communication skills as well as supervisory skills. The ED should be entrepreneurial, energetic, imaginative, detail oriented, well organized and capable of functioning effectively in a very independent situation. Knowledge of the National Main Street Approach and a basic understanding of Microsoft Office, social media marketing and Quickbooks is preferred.

Range of Duties to be Performed

Give direction and leadership to the formulation and achievement of the organization's philosophy, mission, and its annual goals and objectives. Work with the Board of Directors and staff to develop and implement policies, procedures, and long-range strategic plans.

Oversee administrative, financial and program operations and all personnel matters. This includes budget preparation and administration, grant and contract administration, office staffing, training and promotion. Also including building maintenance and tenant management.

Develop and oversee marketing plans to promote tourism, local events and increased community participation in Defiance County, Defiance City and Downtown Defiance.

Pursue and incorporate additional revenue sources through a variety of fundraising mechanisms, consistent with the mission statement of the organization. As well as develop and coordinate active volunteer committees.

Keep informed of trends, issues, events and developments within the city, county, and state through professional peer contacts and conference attendance.

Coordinate activity of Main Street program committees (Promotions, Economic Vitality, Design and Organization), ensuring that communication between committees are well established, work plans are created and implemented.

Interact with local government entities, downtown merchants, economic development organizations and other groups on issues affecting the community. Including regular reporting regarding the status and well-being of the organization to the City of Defiance and other major donors.

Support the implementation of the Strategic Plan with focus on gateways, downtown, rivers, housing, and economic development.

Encourage improvements in the downtown community's ability to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, and parking management. Encourage a cooperative climate between downtown interests and local public officials.

Encourage and create promotional events, such as seasonal festivals or cooperative retail events, in order to ensure maximum event coverage. Encourage design excellence in all aspects of promotion in order to advance an image of quality for Defiance.

APPLICATION INFORMATION

Defiance Development and Visitors Bureau is an Equal Opportunity Employer

This is a full-time salaried position. Some evening and weekend hours are required as committees or special events necessitate. Must be able to lift and carry equipment or furnishings for event and activity set-up and tear-down.

Interested individuals may send a letter of interest, a writing sample or portfolio of marketing examples & resume by May 10th to Search Committee, Defiance Development and Visitors Bureau, 325 Clinton Street, Defiance, OH 43512 or via email (preferred) to cwilliamsddvb@gmail.com.