

September 24th, 2021

Glenwood Springs Downtown Development Authority

Executive Director Request for Applications

The City of Glenwood Springs' Downtown Development Authority (DDA) is requesting applications from individuals or firms for the position of Executive Director. See Required Qualifications and Job Description below. Commencement of position as soon as possible.

The Opportunity – A great place, building upon success.

The Place - Glenwood Springs, Colorado is a vibrant City of approximately 10,000 residents located in the Roaring Fork Valley not far from Aspen and Vail. Glenwood Springs has the largest hot springs pool in the world and is at the center of a wide array of outdoor and cultural amenities. Search on-line for more information.

The DDA: The DDA was created by Ordinance in 2000 pursuant to statutory authority. Its annual budget is approximately \$800,000 and its mission is to revitalize downtown Glenwood Springs via capital and beautification projects. The DDA is governed by a 7-person Board, appointed by the City Council, which includes business and building owners within the DDA boundaries (the downtown business core). The DDA meets the third Tuesday of every month, plus additional special meetings and meetings with City Council, as scheduled.

Building on Success – The DDA has taken a leadership role in developing several capital projects that have transformed the City's downtown. They include:

- Planning, design and construction of a major vehicular and pedestrian bridge spanning Interstate I-70 and the Colorado River. The design qualities for these improvements far exceeded normal CDOT projects.
- Planning and design of extensive streetscape and redevelopment projects near the North and South Grand Avenue bridgeheads.
- Planning and coordination for public restroom installation in the downtown core.
- Coordination with the City of Glenwood Springs and local Chamber on grant programs, advertising campaigns, and other programs to support the downtown businesses during the pandemic.
- Recognition of DDA efforts and projects through an award from Downtown Colorado Inc in both 2020 and 2021.

Application Process – Please submit PDF electronic applications which include a cover letter that addresses your interest in the position, resume, and three references, to: glenwooddda@gmail.com

Other Terms and Conditions:

- The DDA reserves the right to undertake its own investigation to evaluate a candidate.
- The DDA shall have the sole discretion to accept or reject any submittal.
- The DDA reserves the right to solicit or recruit any individual or firms directly to request qualifications for Executive Director.
- All submittals become the property of the DDA upon receipt and will not be returned to the applicant.
- The DDA operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.
- Cost of submitting the application, attendance at an interview, or any other such costs are entirely the responsibility of the applicant or applicant firm and shall not be reimbursed in any manner by the DDA.
- PDFs submitted electronically only; no phone calls or other submissions.

All references may be contacted.

Required Qualifications:

Education – Master’s Degree in Urban Design, Architecture, Landscape Architecture, Environmental Design or related fields or equivalent experience in these areas with a Bachelor’s degree in the same.

Experience – Minimum four years’ experience in a position performing similar tasks as those outlined in the Executive Director Job Description.

General Knowledge – Demonstratable knowledge in the fields of Downtown Redevelopment, Urban Design, Urban Real Estate Economics, Planning, and Community Participation.

Leadership – Demonstratable ability to play a leadership role through effective listening, collaboration, problem solving, consensus building, with diverse constituencies, and your general fit with the job description.

Job Description

Primary Responsibility - The DDA Executive Director primary responsibility will be to provide staff services to the DDA in pursuit of the DDA's goals and mission under the policy direction and oversight of the seven-member DDA Board. See link:

<http://www.glenwoodspringsdda.com>

General Tasks – The Director will take a leadership role in performing the following tasks:

1. Plans and Processes - Develop and present strategic plans and processes to implement projects in accordance with the DDA's goals and mission.
 - a. Identify available funds, real estate assets, and human resources.
 - b. Through a creative collaborative process, develop implementable short-and long-term plans.
 - c. Take a leadership role in developing process for realistic project implementation.
2. Project Management – Manage redevelopment and infill projects to meet budgetary, timing and scope-of-work requirements.
3. Urban Design Expertise - Apply urban design expertise and skills in redevelopment and infill projects to build upon and ensure harmony with Glenwood Springs' unique urban architectural character.
4. Coordination – Work collaboratively, and in a spirit of teamwork, with developers, property owners, business owners, residents and City staff, while recognizing the unique roles of the DDA and other entities. The Executive Director is the DDA liaison to the City of Glenwood Springs.
5. Administration – Manage the DDA's administration.
 - a. Prepare and manage the DDA's annual budget, subject to approval by the DDA Board and the City Council.
 - b. Manage consultants to perform tasks as appropriate.
 - c. Manage the DDA's Building Façade Grant Program.
 - d. Coordinate with the DDA's attorney as appropriate.
 - e. Prepare Board meeting agendas and packets with Board President and attorney; properly record and transcribe meetings and minutes; and arrange for posting of DDA Board meetings and distribution to required entities.

Compensation - This position may be filled in one of two ways: as an employee of the DDA with an associated benefit package or as one of independent contractor where the person or entity hired will need to provide their own workers' compensation, professional liability and general liability coverage. Please indicate employment preference in the cover letter. Salary for the employee position \$75,000-\$85,000 dependent on relevant experience.