



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

**ARE YOU THE ONE?**

Make your mark on history in Natchez! This exciting opportunity is for an experienced downtown revitalization professional with a passion for urban placemaking, city planning, community development, economic development, architecture/design, and historic preservation. Through creative revitalization strategies and best practices, DNA's executive director will influence the present and future of a famously historic town, synthesizing competing needs into solutions that improve the quality of life for everyone. 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.

**ABOUT DNA**

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 award-winning Downtown Master Plan and the national Main Street Approach, a time-tested framework for community-driven, comprehensive revitalization of historic downtowns.

**ABOUT NATCHEZ**

We are one of the oldest cities on the Mississippi, but we also have the brightest future. Natchez is a walkable, vibrant, beautiful historic city, where preservation and progress go hand in hand. Natchez is affordable, livable, and especially attractive to those with an entrepreneurial spirit. We enjoy our reputation as a friendly, welcoming town that offers inclusion and community for all.

**Essential Skills**

- Confidence as a downtown revitalization professional and influence leader representing the Downtown Master Plan and the Main Street Approach to local officials and business and community stakeholders.
- Excellent interpersonal, public speaking, presentation, and writing skills.
- Entrepreneurial, energetic, imaginative, well organized, self-motivated, and able to work autonomously.
- Strong supervisory, organizational, and project-management skills.
- Proven ability to think strategically, build consensus, solve problems, implement solutions, and facilitate collaboration among business, civic, and cultural elements in the community.

**Education and Experience**

- Minimum four-year degree. Prefer bachelor's or master's degree in planning, real estate development, historic preservation, architecture, business, economics, public policy, marketing, or equivalent experience.
- Direct experience in downtown development, city planning, or economic development is required, including familiarity with planning and development tools and processes, such as zoning, development codes, preservation ordinances, property tax abatements, historic preservation tax credits, and investment incentives.
- Experience in organizational leadership; recruiting and managing volunteers; budget formation/oversight, non-profit fundraising, and grant writing; and working closely with a nonprofit board of directors.
- Familiarity with the national Main Street Four Point Approach to revitalization of historic communities.
- Understanding of historic preservation issues, downtown business and stakeholder concerns, complex external relationships, and public-private partnerships.
- Working knowledge of Microsoft Office, Google Chrome, and Adobe Creative Suite. QuickBooks, social media, and website management skills are helpful.

## Responsibilities

The Executive Director is accountable to the DNA Board of Directors through the President of the Board. The position is full time and will sometimes require weekend or evening work.

- Manage overall administrative, programmatic, and volunteer operations of DNA.
- Promote, stimulate, and foster business, cultural, and physical development in Downtown Natchez in partnership with the public, private, philanthropic, and nonprofit sectors.
- Cultivate a strong, diverse ecosystem of entrepreneurs, innovators, and volunteers.
- 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 maintain DNA funding sources, build consensus, align competing interests, and better utilize resources.
- Develop and implement revitalization strategies to recruit, retain, and expand quality businesses in Downtown; attract capital projects; and encourage appropriate physical development and rehabilitation of historic buildings in partnership with the DNA Board of Directors, the City, Natchez, Inc. (EDA), the Historic Natchez Foundation, Visit Natchez, Natchez-Adams Chamber of Commerce, and other entities as appropriate.
- Engage in the City's Historic Preservation Commission process on applications for Certificates of Appropriateness (COAs) affecting Downtown and the City's Planning Commission process on applications for rezoning and development in Downtown Natchez.
- Speak effectively on DNA's direction and work. Develop and conduct on-going public awareness and education programs designed to enhance appreciation of Downtown and the work of DNA.
- Maintain compliance as a Mississippi Main Street Association (MMSA) Designated Community; develop an annual work plan that includes the four points of the Main Street Approach (organization, design, promotion, and economic vitality); participate in workshops and training provided by MMSA, i.e., Work Plan Workshops.
- Seek and obtain grants and sponsorships for DNA'S Downtown projects, programs, and events.
- Encourage promotional activities, special events, and festivals to attract tourists and locals to Downtown.
- Other duties as assigned by the DNA board of directors from time to time.

## Learn More

- Follow this link to the City of Natchez 2018 Downtown Master Plan. <https://www.natchez.ms.us/DocumentCenter/View/437/Master-Plan-for-Downtown-Natchez?bidId=>
- Follow this link for City's downtown planning process. <https://for-natchez.org/execsumm.html>

## **COMPENSATION AND BENEFITS**

- Salary: Up to \$70,000, depending on experience
- Flexible work hours and paid holiday, vacation, and personal time
- Reimbursement for travel, meeting, and business expenses
- Health and retirement benefits

## **APPLY**

Please e-mail inquiries, cover letter articulating your interest in the position, resume, and three reference contacts to [DNANatchez@gmail.com](mailto:DNANatchez@gmail.com) . Open until filled. Position is in Natchez, MS, and is not remote.

*DNA is an equal opportunity employer, committed to diversity, and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, national origin, veteran status, or any protected class under federal, state, or local law.*

