

JOB DESCRIPTION – Anchor Initiative President
(Please respond by Close-of-Business, January 15, 2020)
Respond to: Anchor@JaxAnchor.org

POSITION: The Anchor Initiative President is a salaried full-time position with some evenings and weekend required. The position reports directly to the Anchor Initiative Board of Directors.

The Anchor Initiative aggregates private industry resources and interests to revitalize downtown Jackson, focusing on market-rate apartments, creating space for and encouraging innovation and buying from local sources. To achieve this, we connect interested developers/businesses with economic development incentives, commercial space available for purchase or rent and with permitting bodies. Also, the Anchor Initiative helps those developers/businesses troubleshoot when obstacles and challenges appear.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage the fund development effort for the three-year financial commitments from the anchor organizations and supporting foundations.
- Develop budgets, plans, and implementation strategies to achieve the overall Anchor objectives of a more vibrant and attractive downtown, particularly for young talented adults.
- Meet with anchors regularly to determine their specific needs and desired outcomes from the Anchor Initiative and quantify and refine their levels of commitment to Live, Invest and Innovate Local strategies.
- Develop the structures needed to create and execute the key commitments for hotel room nights, extended stay apartments, rent incentives, co-op style internships and aggregated purchasing -- all important in leveraging actions by others.
- Coordinate efforts with City officials and State agencies to realize the best leverage of their respective plans, programs and resources.
- Schedule and lead meetings of the Board of Directors, Executive Committee and other Committees as necessary to keep partners engaged and apprised of the progress of the efforts.
- Oversee communication of the Anchor Initiative effort through various channels including media, speaking engagements and social media.
- Assist and counsel prospective developers in advancing their projects;
- Connect parties that have mutually beneficial interests in downtown development;
- Assist projects to overcome obstacles and address challenges;
- Have a working knowledge of development incentive programs at the local and statewide level;
- Maintain database of downtown development projects, available buildings and land;
- Prepare evaluative and planning instruments related to budgeting, operational reviews, annual reports and strategic direction-setting;
- Develop, promote and implement a strategic plan and objectives for the advancement and development of downtown Jackson, the organization and any of its programs, resources or services;
- Attend appropriate community and City functions, providing staffing support as needed;
- Oversee any future staff;

- Ability to establish and maintain effective working relationships with employees, committees, volunteers, government entities, civic groups and the general public;
- Effectively organize your time, coordinate multiple activities and maintain excellent follow-through;
- Effectively present information, both verbally and written, and respond to questions from clients and customers;
- Frequently lift and move up to 25 pounds;
- Assisting with general office duties, including clerical duties, answering the phone, assisting walk-ins and coordinating out of office time;
- Other duties as appropriate.

EDUCATION:

- ♦ Education: Bachelor's Degree
- ♦ Knowledge: Computer proficiency in standard Microsoft Office programs. Knowledge of economic development incentives. Connections with local and state economic development and permitting authorities. Ability to communicate effectively, both in writing and verbally. Knowledge of community a strong benefit.
- ♦ Previous experience: Minimum of seven years relevant project management experience with economic development background

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or conceptual form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

ACCOUNTABILITY: This position reports directly to the Anchor Initiative Board.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work hours are generally reasonable, but there are routinely early morning meetings, evening meetings and periods when weekend work is required.

COMPENSATION: Annual salary of \$100,000 to \$120,000 based on qualifications. Competitive employee benefits.