



**DOWNTOWN
DEVELOPMENT
AUTHORITY**

RIFLE, COLORADO

**AGENDA FOR SPECIAL MEETING
Wednesday, December 11, 2013
Rifle City Hall
8am - 9am**

1. CALL TO ORDER
2. MINUTES from November 6, 2013
3. FINANCIAL REPORT
4. BILLS TO BE APPROVED
7. NEW BUSINESS
 - A. RREDC Update
 - B. Rifle Main Street - Workshop with City Council, 6pm, Dec. 11th
 - C. Reschedule January Meeting
 - D. Manager Contract for 2014
10. ADJOURN

Major Responsibilities for Main Street Managers

- Working as a team with Board of Directors and committees to prepare the annual strategic work plans, operational budget, specific project action plans and funding methodologies
- Collaborating with the Board President and board members to serve as the face of the organization
- Office administration of the day-to-day affairs of the organization, including volunteer supervision, as guided and directed by the Board of Directors
- Developing and implementing strategies for downtown economic development, historic preservation and special event activities
- Serving as liaison between the general public and private organizations, including downtown stakeholders, local government officials, local/regional economic development entities, and state and national Main Street organizations
- Serving as a resource to individual tenants and/or property owners regarding physical improvements and actions to maintain and enhance historic integrity of the downtown district
- Responding to inquiries from business prospects and the general public
- Maintaining frequent communication with downtown business and property owners
- Promoting, overseeing and advocating for the activities of the organization at meetings
- Managing an active and ongoing public relations program including web site, social media, publications, brochures, news releases and public speaking opportunities
- Providing accurate, timely communications and reports to the board, committees, downtown stakeholders, financial contributors, volunteers, and the Main Downtown Center
- Researching and preparing materials to support program and board activities
- Coordinating educational and training opportunities for board/committees, volunteers and downtown stakeholders
- Maintaining knowledge of Main Street programs and/or initiatives by establishing a working relationship with the other Main Street Managers and by attending National, Regional, and State conferences and training sessions

Required knowledge, skills and abilities:

- Excellent verbal, written and interpersonal communication and team building skills

- Ability to meet and deal with the public in an effective, diplomatic and courteous manner
- Strong organizational skills and an ability to work independently, with a flexible schedule
- Experience in budget preparation and fundraising
- Proficiency with Microsoft applications and Internet use, including website updating and online
- social marketing
- Experience in planning and managing promotional events and marketing activities
- Must be enthusiastic and physically capable to perform essential functions as required
- Preferred knowledge, skills and abilities:
 - Familiarity with issues relating to downtown business and property owners, public agencies and community organizations
 - Experience in volunteer recruitment and management
 - Familiarity with architectural design and historic preservation practices and resources
 - Knowledge of small business and economic development
 - Experience with grant writing and administration

Education and Experience:

- A Bachelor's degree in community planning, historic preservation, small business development, retail marketing, public relations, nonprofit management or related field plus a minimum of two years management or supervisory experience OR a combination of additional years of experience and credit hours toward a degree.