

# Downtown Development Coordinator

**Category:** Other

**Description:**

The City of Lumberton (population 21,500), the county seat of Robeson County, located along the Lumber River in southeastern North Carolina, has a long history of economic and cultural significance to the southern coastal plains. Lumberton is in search of a Downtown Development Coordinator to succeed the current employee who is retiring after 18 years in the position.

**Responsibilities:**

The Downtown Development Coordinator will perform professional work for the initiation and promotion of programs to improve, preserve, and enhance the downtown, and to promote the improvements, overall appearance and economic vitality in the City of Lumberton. Work will be coordinated in partnership with a variety of stakeholders and advisory groups including the Lumberton Main Street Advisory Committee, city staff, non-profits, merchants, downtown property owners, the Chamber of Commerce, Lumberton Visitor's Bureau, and civic groups.

**Specific responsibilities:**

Develops and oversees downtown development and revitalization activities and projects. Creates marketing strategies for plans and projects for downtown development. Manages the City of Lumberton's accredited Main Street program. Builds cooperative working relationships with boards, property owners, businesses and community partners. Promotes downtown programs and business activities using various media and promotional materials. Provides appropriate market research, data and technical assistance to developers, businesses and entities seeking to initiate economic development in downtown Lumberton. Seeks to establish new economic development initiatives for downtown Lumberton as directed by the City Manager and City Council. Shall also be responsible for planning and coordination of various downtown events such as Alive After Five and the annual Christmas Tree Lighting.

**Qualifications:**

Excellent communication skills. At least 5 years of experience and proven record of accomplishment in managing a downtown organization, in business and economic development, real estate development or equivalent management experience. Ability to establish and maintain effective working relationships with associates, officials, contractors, public groups and general public. Comfortable with making formal presentations before City Council, Chamber of Commerce, and various other civic organizations. Prior experience in managing a Main Street accredited community is a plus. Bachelor's degree in business,

planning, public administration, or equivalent combination of education and experience. Valid North Carolina driver's license. Overnight travel will be required periodically for attending events such as the NC Main Street Conference, necessary trainings, and other related activities. Salary range dependent upon qualifications.

**Application process:**

Applications may be found online at [www.ci.lumberton.nc.us](http://www.ci.lumberton.nc.us) and then printed and mailed to City of Lumberton, Human Resources Department, P.O. Box 1388, Lumberton, NC 28359. For questions or to deliver your application please call/visit at: City of Lumberton, Human Resources Department at 500 North Cedar Street, Lumberton, NC 28358, phone: (910) 671-3832. The City of Lumberton is an equal opportunity employer.

**Closing Date:** Open until filled

**Employer:** City of Lumberton

**Expires:** 7/02/2021