



## EXECUTIVE DIRECTOR

### **About MidTown Columbus, Georgia**

MidTown Columbus encompasses an area of six square miles in the heart of Columbus, Georgia, with 24 neighborhoods, six of which are National Register Historic Districts. MidTown is home to eight public parks; 12 Muscogee County School District schools; the Columbus Museum; a Civic Commons that includes the Columbus Public Library, the Muscogee County Public Education Center, Citizens Service Center and Columbus Aquatic Center; commercial, office and retail districts, and the international headquarters for Aflac. MidTown encompasses just 3% of the city's land area; its 23,000 resident represent 12% of the city's population and MidTown holds over 10% of the city's tax base. MidTown is conveniently located in proximity to Ft. Benning, between Columbus State University's two campuses, and between Piedmont Columbus Regional and St. Francis hospital campuses.

### **About MidTown, Inc.**

MidTown, Inc. was established in 2005 to advance the citizen-led MidTown Project. The organization's work is defined by its founding mission *to sustain and enhance the neighborhoods and businesses within MidTown Columbus—through education and advocacy—in support of community, conservation and diversity.*

The 501(c)(3) non-profit organization and is governed by a 35-member Board of Directors and is led by a full time Executive Director and three part time staff.

In 2016, the Board of Directors defined and affirmed five strategic focus areas to advance MidTown, Inc.'s mission and guide projects and programs:

- Neighborhood Enhancement/Sense of Place;
- Economic Development;
- Business Support;
- Active Transportation and Connections;
- and Organizational Capacity.

With these focus areas as measures for investment, MidTown, Inc. has advanced significant initiatives and continues to earn a reputation as a respected community partner, catalyst, facilitator, placemaker, convener, connector, educator and champion. Since its founding, this organization has established itself as an effective and sustainable community renewal organization.

In the past two years, MidTown, Inc. has seen the confluence of major initiatives: the Knight Cities Challenge-winning Minimum Grid Project to better connect our Core Community of MidTown and Uptown; the approval of a MidTown Redevelopment Plan and two MidTown Tax Allocation Districts to add incentives to intown redevelopment; and a partnership with the Incremental Development Alliance, to regenerate neighborhoods and commercial nodes. Please visit [midtowncolumbusga.org](http://midtowncolumbusga.org) to learn more.

**Position Description:**

The **Executive Director** is responsible for leading MidTown, Inc.'s continued work to sustain and enhance the neighborhoods and businesses with MidTown Columbus. This position is responsible for overseeing the administration, project and program development, and long-term strategic planning for the organization. Essential duties include fundraising and community relations. The ideal candidate will possess a commitment to in-town revitalization and community building with demonstrated experience in fields of community development, urban and/or transportation planning and economic development. This position reports directly to the Board of Directors.

**Essential duties and responsibilities for this position include:**

- Responsible for leading MidTown, Inc. in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Prepare budgets and ensure the financial accountability and transparency of the organization.
- Coordinate community economic development projects through the phases of planning and conceptualization, development and implementation;
- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Responsible for the hiring, oversight and retention of competent, qualified staff.

**The key attributes for this position include:**

- A genuine interest in the policies, practices, and partnerships that create exceptional urban places
- Organized and detail oriented
- Demonstrated communication and advocacy skills
- Skilled at creating productive working relationships at all levels
- Able to work as part of a team
- Able to effectively communicate to diverse stakeholders
- Flexible and willing to lead or support a variety of projects and assignments

**Minimum Qualifications:**

Five (5) years of experience in urban planning, economic development or related fields

**Desirable Qualifications:**

- Prior experience
- Budget management
- Community engagement/relationship building
- Commitment to the revitalization/regeneration of intown communities

**Compensation:**

This position offers a competitive salary commensurate with experience.

**Inquiries and resumes may be directed to the Search Committee c/o Muffy Schladensky at [Muffy.schladensky@woodruffre.com](mailto:Muffy.schladensky@woodruffre.com) or 1620 Wildwood Ave., Columbus, Georgia 31906**