

City of Otsego Interim DDA/Main Street Manager

This position is to serve as the Interim Otsego Main Street Manager, who will be responsible for coordinating commercial revitalization activities through the Main Street program through July 1, 2021, and possibly beyond. Funding for the Main Street program after that date is uncertain. Applicants should have a broad education or experience in the four main street areas of focus. This position is responsible for coordinating all Main Street program activities and volunteers, as well as representing the community regionally and nationally.

This manager is the face of Main Street and must be energetic, imaginative, well-organized and capable of functioning effectively in an independent environment. Excellent verbal and written communication skills with the public and businesses are essential. Economic development and fundraising experience would be considered a plus.

This is a full-time position with benefits, working under the direction of the Downtown Development Authority/Main Street Board. Otsego Main Street would be open to a successful applicant that would prefer a part-time schedule as well. Salary DOQ.

Please submit resume, letter of interest and three references by Sunday September 13, 2020, at 5:00 p.m., to the City of Otsego - Main Street Manager, 117 E Orleans Street, Otsego MI 49078; or email acronen@cityofotsego.org. EOE/M/F/H