



## **Director of Business Development**

Do you love downtown South Bend? Are you excited to close deals bringing new restaurants, shops, and attractions to our downtown? Can you be both a high-level strategic thinker and someone who rolls up their sleeves and implements projects? Is “networking” your middle name? Are you excited about the transformation you have seen taking place over the past decade in South Bend’s downtown? Do you want to be part of the lean energetic team that is behind the scenes enabling the magic? Then read on, as this unique position may be just what you have been looking for.

Downtown South Bend, Inc. (DTSB) seeks a highly motivated professional to fill the position of Director of Business Development. Minimum qualifications include a bachelor’s degree in Marketing, Business, Political Science, Urban Planning or related field and at least five years experience in real estate, downtown development, business growth, or project management. The most qualified candidates are committed to the advancement of downtown South Bend, pay acute attention to detail, possess outstanding business acumen, and excel in a fast-paced environment that is rooted in excellence.

## **Job Responsibilities**

### **Business Recruitment (40%)**

- Actively work to recruit new businesses and follow-up on leads
- Build and maintain relationships with brokers, landlords and building owners and manage downtown available property index
- Manage recruitment grants and programs
- Collaborate and partner with City of South Bend, Chamber of Commerce, Indiana Small Business Development Center, and similar-missioned organizations
- Assisting new businesses with their location search
- Developing custom partnerships to market vacant spaces

### **Business Engagement and Assistance (40%)**

- Oversee and convene the Restaurant, Attraction & Shop (RAS) group
- Assist with downtown business needs, serving as advocate when necessary

Downtown South Bend, Inc.  
217 S. Michigan St.  
South Bend, IN 46601  
P: 574-282-1110  
[www.downtownsouthbend.com](http://www.downtownsouthbend.com)

- Serve as DTSB's liaison to the Downtown Dining Alliance
- Introduce and manage various business development initiatives (i.e., Downtown Dollars, enhancement grants, Small Business Saturday, Pop-up shops, Riverfront Liquor Licensing)
- Onboard new businesses and coordinate ribbon cuttings
- Secure commitments from DTSB businesses for marketing and community partnership opportunities

### **Communications and Development (10%)**

- Serve as DTSB representative to neighborhood groups and external business/professional associations
- Communicate with media on topics related to business development
- Develop marketing and promotional strategies for DTSB and downtown businesses
- Research and apply for grant programs to assist downtown development
- Research and apply for awards to recognize downtown business development

### **Administration (10%)**

- Prepare reports for the DTSB Board of Directors and City of South Bend
- Oversee intern(s) as available
- Assist with downtown events and other projects as assigned

### **Personal Characteristics**

- Resourcefulness: we're a small organization with a lot of work to do, and often that means coming up with solutions from scratch.
- Dependability: your teammates can count on you to follow through and help wherever you can.
- Adaptability: success with our team means being responsive to changing situations and new opportunities.
- Technological aptitude: you don't need to be an IT whiz, but we need someone who is quick to learn and adopt new software-based solutions to improve performance.
- Positivity and sense of humor: in our line of work we get thrown a lot of curve balls - being able to have fun, assume the best in others, and see the positive are key in responding to the unexpected.

The DTSB Director of Business Engagement reports directly to the Executive Director.

Schedule:

40+ hours per, 8:00 AM – 5:00 PM Monday-Friday some nights & weekends required, especially the first Friday evening of every month.

Salary: \$58,000 - \$65,000. Benefits: DTSB offers a comprehensive benefit package including Paid Time Off, retirement benefits, as well as health, life, disability and dental insurance.

Interested persons should apply before April 8, 2022, by providing resume and cover letter via email to: Willow Wetherall, Executive Director – [jobs@downtownsouthbend.com](mailto:jobs@downtownsouthbend.com)

Incorporated in January 2002, Downtown South Bend, Inc. (DTSB) is a not-for-profit 501C (6) organization dedicated to the continued growth and prosperity of Downtown South Bend.

DTSB is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. Valid Indiana driver's license, criminal background check and drug screening required.

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