



## About The Magnificent Mile® Association

Since 1912, the Magnificent Mile Association (previously the North Central Business District Association) has nurtured Michigan Avenue and the surrounding district, helping to guide and promote the boulevard. Today, we stand as a leading tourist destination and the source of 21% of the city's jobs. More than 121,000 residents thrive within our district's neighborhoods, a testament to our impact in creating a vibrant and dynamic community.

## Economic Development Manager

The Magnificent Mile® Association (TMMA) seeks an experienced economic development manager to manage the Michigan Avenue commercial district during an exciting period of growth. TMMA is looking for a collaborative professional who will advance the vision for Michigan Avenue as set forth by M-Vision, the Business Improvement District (BID) Plan, and other related initiatives. Special Service Area 76 – Michigan Avenue has been renewed for two additional years (2025 and 2026) while TMMA pursues the first-ever BID in the State of Illinois. The Economic Development Manager will lead TMMA's efforts to create the BID and once established, manage the BID. In 2025 and 2026, the Economic Development Manager will manage the SSA.

Status: Full-time exempt employee; in office five days a week at 625 N Michigan Avenue.

Reports to: President and CEO

## Responsibilities

### SSA Program Management

- Create the annual SSA budget and workplan in accordance with DPD policy and procedures
- Submit quarterly reports to DPD
- Manage the profit and loss statement with monthly reporting to the SSA Commission
- Coordinate with TMMA's accountant to ensure proper bookkeeping
- Host the SSA Commission meetings; develop agendas, take minutes

- Recruit SSA Commissioners (total of nine) to the SSA Commission as needed
- Implement programs as outlined in the SSA workplan
- Communicate the impact of the SSA to property owners and managers
- Develop and distribute quarterly SSA achievement reports
- Comply with Open Meetings Act and all other applicable regulations
- Write RFPs and manage the response process
- Manage contractors
- Maintain all SSA records: permits, contract, meeting minutes, etc.
- Attend TMMMA events
- Maintain a database of all SSA contacts in HubSpot
- Develop and maintain relationships with property owners, managers and retailers in the district
- Manage and keep current the database (HubSpot) of property owners, managers, and retailers in the district
- Assist TMMMA's Safety and Security Advisor in scheduling and developing content for monthly Zoom calls and three annual in-person Safety Briefings with key safety constituents
- Coordinate among City agencies and Aldermanic offices
- Update the SSA section of the website regularly with meeting notices, meeting minutes, achievement reports, and other pertinent information

#### BID Establishment and Management

- Lead the BID creation process; manage the consultant contract
- Communicate with property owners and managers about the BID process
- Generate support for the BID
- Submit application and supporting documents as required by DPD

#### Economic Development

- Advance M-Vision and infrastructure investment priorities
- Identify and apply for grant funding opportunities for Michigan Avenue
- Support retail brokers and property owners in tenant attraction and retention
- Manage TMMMA's sign and urban design committee and project review committee
- Other duties as assigned

#### Qualifications

- 5-7 years of experience managing commercial districts and/or economic development
- Bachelor's degree in urban planning, public policy or related field
- Demonstrated ability to build support for programs and initiatives
- Experience managing budgets and complying with government reporting
- Passion for creating high quality public spaces
- Strong communication skills

## Benefits

The salary is negotiable dependent upon qualifications. The Magnificent Mile® Association offers full-time employees two weeks of vacation, sick time, personal days, a 401K plan, health insurance, and other benefits.

## Application

Interested candidates should submit their resume, cover letter, and three professional references to Kimberly Bares, President and CEO, at [kbares@themagnificentmile.com](mailto:kbares@themagnificentmile.com). No phone calls please. The position is open until filled.