



LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
BUDGET RECOMMENDATION
FISCAL YEAR 2026-2027

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April 21, 2026

INTRODUCTION

The Lake Orion Downtown Development Authority operates as a steward of Tax Increment Financing (TIF) revenues—public funds captured for the express purpose of advancing economic development, infrastructure investment, public improvements, and the long-term vitality of the downtown district.

As such, the Authority maintains a fundamental obligation to ensure that all expenditures are aligned with measurable outcomes, responsible financial management practices, and the continued support of its municipal partner, the Village of Lake Orion.

This recommendation follows and adheres strongly to five (5) key principles:

1. Sustaining Core Commitments

The FY 2026–2027 budget has been developed with a clear and deliberate priority: **to maintain and fully fund its existing and history making commitments to the Village, its residents, and its business community.**

These commitments include:

- Contractual Police and Public Works agreements with the Village
- Planning and financial participation in shared municipal services
- Direct giving for infrastructure, maintenance, and public improvements
- Ongoing operational support that contributes to the safety, accessibility, and vitality of the downtown district
- Prioritizing the repayment of debt

These obligations represent core functions of the Authority and are essential to the continued success and stability of downtown Lake Orion. Accordingly, the proposed budget ensures that these commitments remain fully supported without reduction or disruption.

2. Internal Discipline to Protect External Obligations

In order to sustain these commitments, the Authority has taken a disciplined and proactive approach to internal budgeting and operations.

The FY 2026–2027 budget reflects:

- A proposed reorganization of staff to better align with demonstrated operational needs and financial performance
- A significant reduction in capital expenditures, limiting new authority focused capital investment

- A realignment of internal resources to eliminate structural inefficiencies identified over the past two fiscal years
- A rational approach to non-TIF revenues trending towards revenue neutrality for public events and marketing

These actions are intentional and strategic. They reflect a prioritization of resources that places the Authority's obligations to the Village and community above internal expansion or discretionary spending.

3. Protecting the Integrity of Public Investment

The Authority recognizes that TIF revenues are entrusted public funds and must be managed with a high degree of accountability and consistency. The proposed budget reinforces this responsibility by ensuring that:

- All contractual and financial obligations are fully met
- Public investments continue to support measurable economic and community outcomes
- Internal organizational structures are aligned with actual financial performance and sustainable revenue sources

Even as adjustments are made to staffing and internal operations, the Authority continues to maintain its full financial participation in the services and investments that support the downtown district.

4. A Position of Strength and Responsible Governance

The actions reflected in the FY 2026–2027 budget are not indicative of financial constraint, but rather of **intentional financial stewardship**.

The Authority is experiencing growth in overall revenue, largely driven by DDA driven investment and the resulting increased TIF capture. However, rather than expanding internal costs in response to that growth, the Authority has chosen to:

1. Exercise restraint in new capital spending
2. Reevaluate internal organizational structures
3. Align expenditures with demonstrated performance and long-term sustainability

This approach ensures that the Authority remains a stable, reliable, and disciplined partner to the Village of Lake Orion, while continuing to advance its mission of economic development and downtown revitalization.

5. Reinforcing Trust Through Action

By maintaining all external commitments while implementing internal efficiencies, the Authority is demonstrating a clear and consistent principle:

Commitments to the Village, its residents, and its business community come first.

The proposed budget and organizational realignment reflect a governance approach grounded in accountability, transparency, and long-term planning. These actions reinforce the Authority's role as a trusted partner and ensure its continued effectiveness in supporting the growth and success of downtown Lake Orion.

BUDGET OVERVIEW

The year over year increase in taxable value of the District has provided an opportunity to strategically apply a revenue increase to sustaining core Village based need, while enabling core economic sustainability measures within a restricted, and reduced cost approach to staffing and programming. In short:

Where we ARE...

Current Year Taxable Value: 2026-27	\$57,849,170.00
Base Year 1985 Taxable Value:	\$10,233,400.00
Current Year Captured Taxable Value:	\$47,615,770.00

Current Year TIF Revenue: \$1,226,530.00

Where we WERE...

As of the 75-25 Commitment (2022)	
2022 Taxable Value	\$47,562,240.00
2022 Captured Taxable Value:	\$37,328,840.00
2022 TIF Revenue:	\$896,787.17

Summary of our Operational Revenue Position:

Current Year TIF Revenue:	\$1,226,530.00
External Revenue	\$ 171,060.00
Anticipated Full 26-27 Revenue	\$1,397,530.00

Note: for operational analysis \$80,500 of external revenue is for pass through grants, insurance claim reimbursements, and certificate sales/redemption.

Actual Revenue Projection \$1,317,090.00 + 80,500 (existing grants) = 1,397,590

MEETING OUR COMMITMENT TO THE VILLAGE

	Proposed	Prior Year
Public Safety and Code Enforcement	\$106,090.00	\$103,000.00
General Public Works	\$ 27,211.00	\$ 27,211.00
General Cost of Administration	\$ 64,522.00	\$ 62,643.00
Contracted Services for Dwtm Maintenance	\$ 20,000.00	\$ 20,000.00
Utility Services for Street Lighting and Parks	\$ 16,100.00	\$ 14,700.00
Contribution to Capital Infrastructure Fund	\$ 247,307.00	\$ 112,993.00
Debt Service on Bond(s) – Public Project	\$ 421,333.00	\$ 420,721.00
Total Base Partnership	\$ 902,563.00	\$ 761,268.00

MEETING OUR COMMITMENT TO THE TIF

	Proposed	Prior Year
Staffing	\$ 221,390.00	\$244,550.00
General Operations	\$ 68,690.00	\$ 75,245.00
Main Street - Design/Organization	\$ 51,630.00	\$ 74,990.00
Main Street – Econ. Dev / Promotion	\$ 118,980.00	\$157,110.00
Total TIF Operations	\$ 460,690.00	\$ 551,895.00

GENERAL APPROPRIATION REQUEST

WORKING ESTIMATED REVENUE TARGET	\$1,397,590.00	
Village	(\$902,563.00)	
TIF	(\$460,690.00)	
Misc. General Activity	(\$22,968.00)	
		Last Year
Anticipated Use of Fund Balance	\$11,369.00	\$171,128.00

The recommendations that allow the DDA to increase its commitment to the village and decrease its operational appropriation is largely based on a singular budget tracking, that was implemented on a assumption. Alternative revenue has simply not accrued to the benefit of the organization.

Total Sponsor, Event, Merchandise Sales (24-26) = \$18,9232.00

FISCAL STEWARDSHIP REQUIRES ORGANIZATIONAL REALIGNMENT

The Downtown Development Authority operates as a steward of Tax Increment Financing (TIF) revenues, which are public funds captured for the express purpose of advancing economic development, infrastructure investment, and the long-term vitality of the downtown district. As such, the Authority has an ongoing obligation to ensure that all expenditures—particularly those related to staffing and operations—are aligned with measurable outcomes and responsible financial management practices.

The organizational structure adopted during the FY 2024–2025 budget cycle included an implicit financial model in which a portion of staffing costs would be offset through internally generated revenue, most notably through sponsorships and fundraising activities. This model assumed that reallocating resources from third-party contracted services to internal staffing would both maintain operational capacity and generate new revenue streams sufficient to support the expanded structure.

Actual financial performance over the subsequent two fiscal years have not been realized at a level sufficient to support the current staffing model. As a result, staffing and programmatic expenditures that were originally intended to be partially self-supporting are now being funded primarily through TIF revenues. While growth in TIF capture has provided the Authority with increased financial capacity, reliance on these funds to support functions that were expected to generate offsetting revenue represents a departure from the original financial premise of the adopted structure.

In this context, the following proposed organizational realignment reflects a necessary and appropriate exercise of financial stewardship. The Authority must ensure that TIF resources are deployed in a manner that:

- Maximizes their impact on economic development and district vitality
- Maintains alignment between expenditures and demonstrable outcomes
- Avoids the long-term subsidization of functions that do not produce the anticipated financial or programmatic return

By realigning staffing and operational responsibilities to better reflect actual performance, the Authority is reinforcing its commitment to prudent financial management and ensuring that public funds are utilized in a manner consistent with both the intent of the TIF plan and the expectations of the community it serves.

Proposed - New Organizational Model

The organizational structure proposed by the Director is a necessary component of the 26-27 Annual Budget and reflects a transition from a consolidated, generalist staffing model to a function-based operational framework. This model is designed to:

- Align responsibilities with demonstrated performance needs
- Separate strategic, administrative, and execution functions
- Improve accountability across all operational areas
- Provide flexibility in revenue generation through targeted external support

The structure ensures that each core function of the Authority—administration, marketing, events, and economic development—is assigned to the most appropriate delivery method, whether internal or external.

The Budget is aligned with the following recommended organizational positions:

Executive Director: Strategic Leadership, Financial Oversight, and Revenue Accountability

The Executive Director serves as the central point of accountability for the Authority's operations, financial management, and strategic direction.

Core Responsibilities:

- **Sponsorship Strategy and Revenue Leadership**
 - Establish annual sponsorship goals and frameworks
 - Maintain and cultivate relationships with major sponsors and institutional partners
 - Lead high-level sponsorship negotiations and agreements
- **Financial Management and Budget Oversight**
 - Develop and administer the annual budget
 - Monitor performance against revenue and expenditure targets
 - Ensure alignment with TIF plan priorities and fiduciary obligations
- **Partner and Government Coordination**
 - Serve as liaison to the Village, Township, and regional partners
 - Coordinate with public agencies on infrastructure, events, and initiatives
- **Organizational Oversight**
 - Supervise all staff and contracted service providers
 - Ensure alignment between staffing, programming, and strategic goals

Key Clarification:

While the Executive Director is responsible for sponsorship outcomes, the role is not intended to perform all execution-level fundraising activities. Instead, the Director provides leadership, relationship management, and accountability, supported by staff and/or contracted resources.

Administrative Assistant: Organizational Backbone and Operational Control

The Administrative Assistant position is redefined as a core operational role, responsible for ensuring organizational consistency, financial tracking, and administrative coordination across all Authority functions.

Core Responsibilities:

- **Financial and Administrative Support**
 - Assist with general ledger tracking, invoice processing, and reporting
 - Maintain accurate financial records and support budget monitoring
- **Event Logistics Coordination**
 - Manage permits, vendor coordination, insurance documentation, and scheduling
 - Serve as the central coordinator for event logistics and compliance
- **Board and Committee Administration**
 - Prepare meeting materials, agendas, and minutes
 - Coordinate communications and documentation for Board and committees
- **CRM and Data Management**
 - Maintain sponsorship, business, and stakeholder databases
 - Track sponsorship outreach, commitments, and follow-ups
 - Support reporting on engagement and revenue activities

Organizational Value: This role establishes the administrative discipline and internal systems necessary to support consistent operations and effective sponsorship tracking—functions that are critical but often underdeveloped in smaller organizations.

Marketing & Events Coordinator: Program Execution and Public-Facing Engagement

The Marketing & Events Coordinator is a degreed, early career, professional responsible for executing the Authority's marketing strategies and supporting the delivery of events and programs, and related revenue attributable thereto.

Core Responsibilities:

- **Marketing and Communications**
 - Develop and implement social media and content strategies
 - Create promotional materials and maintain digital presence
- **Event Promotion and Coordination**
 - Support planning and execution of Authority events
 - Coordinate on-site logistics and public engagement efforts
- **Business and Community Engagement**
 - Maintain regular communication with downtown businesses
 - Support participation in promotions and events
- **Sponsorship Support**
 - Assist in preparation of sponsorship materials, including:
 - Presentation decks
 - Marketing graphics
 - Outreach collateral
 - Support sponsorship campaigns through coordination and follow-up

Key Clarification: This position supports sponsorship efforts through content creation and coordination but does not carry primary responsibility for revenue generation or sponsorship outcomes.

How does this Realignment Correct the Sponsorship/Revenue Gap?

The proposed organizational alignment implements an Executive-led strategy with targeted external support, and eliminates operational budget imbalances to allow the organization to maintain its commitment to its Village of Lake Orion municipal partner. Sponsorship development and alternative revenue will be restructured to reflect the specialized nature of revenue generation activities.

- **Executive Director**
 - Leads overall sponsorship strategy
 - Manages high-value relationships and negotiations
 - Sets revenue targets and accountability measures
- **Internal Staff (Administrative Assistant + Coordinator)**
 - Provide support through:
 - Data management (CRM tracking)
 - Preparation of materials
 - Coordination of outreach efforts
- **External Support (as needed)**
 - Commission-based sponsorship consultants, or
 - Campaign-specific marketing/fundraising professionals

Rationale: The proposed staffing model reflects a deliberate shift from a consolidated, generalist structure to a function-based organizational design.

Under the prior model, multiple complex functions — including marketing, event coordination, and sponsorship development — were assigned to a single position with the expectation that internal capacity would generate significant revenue outcomes. Operational experience has demonstrated that these functions require distinct skill sets, performance structures, and levels of specialization.

The proposed structure separates these functions into:

- Administrative support and organizational management
- Marketing and event execution
- Executive-level oversight of sponsorship and revenue strategy

This approach ensures that:

- Routine operational functions are performed efficiently and consistently
- Marketing and event execution are delivered at an appropriate staffing level
- Revenue generation responsibilities are aligned with roles that have the capacity, relationships, and accountability to produce results

This model reflects a practical and data-informed evolution of the Authority's operations and positions the organization for improved performance and financial sustainability moving forward.

A RECOMMENDATION DRIVEN BY BUDGET. It is important to emphasize that this realignment is a budgetary and structural adjustment, undertaken in response to financial performance and organizational needs, and not a critique of individual performance. The changes proposed herein are intended to ensure that the Authority's organizational structure aligns with its adopted budget, actual revenue outcomes, and operational realities.

Furthermore, this reorganization enables the Downtown Development Authority to continue meeting its **substantial commitments to the Village of Lake Orion**, including the responsible use of Tax Increment Financing (TIF) revenues, support for infrastructure and public improvements, and the ongoing advancement of downtown economic development initiatives.

This action represents a prudent and necessary adjustment that supports the Authority's mission while ensuring it remains a reliable and effective partner to the Village and the broader community.

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations as of 03/31/2026

GL Number	Description	23-24 Activity	24-25 Activity	Original Budget	25-26 Budget	Amended Budget	25-26 Activity	Projected	25-26 Dept.	Requested	26-27 Project
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND											
Account Category: Estimated Revenues											
248-000-402-000	Current Real Property Taxes	804,104.22	1,016,897.40	1,047,377.00	1,047,377.00	1,013,952.28	0.00	0.00	1,226,530.00	0.00	
248-000-402-100	Property Tax - Trp DDA Capture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-412-000	Property Tax - P/Y & C/Y	1,474.57	3,154.02	3,370.00	3,370.00	1,592.19	0.00	0.00	1,700.00	0.00	
248-000-441-000	Local Community Stabilization Sh	15,970.70	14,033.68	15,000.00	15,000.00	17,650.43	0.00	0.00	13,570.00	0.00	
248-000-445-000	Penalties & Interest on Taxes	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	
248-000-539-000	State Grants	3,500.00	500.00	43,500.00	43,500.00	10,000.00	0.00	0.00	5,000.00	0.00	
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PU	0.00	446,867.25	595,823.00	595,823.00	151,455.75	0.00	0.00	55,000.00	0.00	
248-000-582-000	PROPERTY TAXES OTHER UNITS	201,995.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-664-000	Interest Earned	7,628.54	15,806.43	9,708.00	9,708.00	12,533.07	0.00	0.00	17,800.00	0.00	
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	171,128.00	171,128.00	0.00	0.00	0.00	0.00	0.00	
248-000-673-000	Gain/Loss on sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-676-404	Reimburse From Prop Acq Fund	0.00	0.00	169,436.00	169,436.00	0.00	0.00	0.00	0.00	0.00	
248-000-676-592	Reimbursement -Admin Fee - WBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-681-000	Reimburse - Insurance Claims	(5,870.48)	5,406.89	17,000.00	17,000.00	7,750.00	0.00	0.00	16,500.00	0.00	
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-685-100	Sponsorships	11,476.22	2,515.00	35,000.00	35,000.00	3,000.00	0.00	0.00	15,000.00	0.00	
248-000-685-000	Transportation Sponsorship	21,907.00	0.00	8,500.00	8,500.00	0.00	0.00	0.00	0.00	0.00	
248-000-686-000	Downtown Events	5,120.51	5,466.19	8,000.00	8,000.00	(131.76)	0.00	0.00	8,000.00	0.00	
248-000-686-002	Flower Fair Revenue	305.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-686-004	ST EVENT REVENUE	0.00	1,155.01	3,500.00	3,500.00	1.34	0.00	0.00	1,750.00	0.00	
248-000-686-005	ST SPONSOR REVENUE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00	1,000.00	0.00	
248-000-686-006	EV CHARGING	1,078.41	1,529.49	4,200.00	4,200.00	3,382.28	0.00	0.00	8,000.00	0.00	
248-000-688-000	Merchandise Sales	0.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00	2,740.00	0.00	
248-000-688-000	Gift Certificate Sales	430.00	3,375.00	4,000.00	4,000.00	350.00	0.00	0.00	4,500.00	0.00	
248-000-694-000	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	0.00	
248-000-696-000	Miscellaneous	1,355.00	9,548.45	8,000.00	8,000.00	3,414.21	0.00	0.00	4,500.00	0.00	
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Estimated Revenues		1,070,475.61	1,526,254.81	2,156,542.00	2,156,542.00	1,224,949.79	0.00	0.00	1,397,590.00	0.00	
Account Category: Appropriations											
248-260-701-000	Executive Director Wages	60,860.93	70,947.48	82,400.00	84,000.00	70,423.31	0.00	0.00	88,200.00	0.00	
248-260-704-000	Wages - Administrative Coordinat	35,878.15	18,544.36	32,417.00	32,417.00	13,045.00	0.00	0.00	29,120.00	0.00	
248-260-706-000	Asst. Executive Director Wages	41,897.51	71,273.89	73,130.00	73,130.00	51,612.11	0.00	0.00	0.00	0.00	
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,900.00	0.00	
248-260-707-000	Wages - Grounds Coordinator	3,210.82	5,201.32	5,400.00	5,400.00	5,969.06	0.00	0.00	20,000.00	0.00	
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-260-715-000	Social Security	10,809.00	13,412.62	15,254.00	15,254.00	10,074.14	0.00	0.00	19,890.00	0.00	
248-260-716-000	Health Insurance- Medical	2,877.74	24,358.82	14,820.00	14,820.00	16,735.16	0.00	0.00	8,200.00	0.00	
248-260-717-000	Life & Disability Insurance	330.67	2,274.11	1,562.00	1,562.00	1,334.11	0.00	0.00	1,600.00	0.00	
248-260-718-000	Dental Insurance	222.13	607.28	1,132.00	1,132.00	792.54	0.00	0.00	680.00	0.00	
248-260-719-000	Pension	5,457.47	16,973.26	6,720.00	6,720.00	12,948.69	0.00	0.00	8,800.00	0.00	
248-260-721-000	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00	
248-260-722-000	Vision Care	45.91	684.25	720.00	720.00	136.89	0.00	0.00	720.00	0.00	
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOWN	18,000.00	9,972.50	20,000.00	20,000.00	15,592.35	0.00	0.00	20,000.00	0.00	
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAF	60,000.00	60,000.00	103,000.00	103,000.00	103,000.00	0.00	0.00	106,090.00	0.00	
248-260-801-003	CONTRACT SERVICES - DPW FEE	29,400.00	30,000.00	27,211.00	27,211.00	13,605.16	0.00	0.00	27,211.00	0.00	
248-260-801-004	CONTRACTUAL SERVICES - PA57	69,999.96	70,000.00	62,643.00	62,643.00	62,643.00	0.00	0.00	64,522.00	0.00	

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND										
Account Category: Appropriations										
248-260-801-005	Contractual Services- Township	21,000.00	0.00	6,700.00	6,700.00	0.00	0.00	0.00	7,560.00	0.00
248-260-801-012	Contractual Services-Parking Cod	20,000.00	461.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	10,000.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event supp	15,600.00	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow remov	2,950.00	3,979.00	5,900.00	5,900.00	0.00	0.00	0.00	500.00	0.00
248-260-805-000	Audit Fees	17,496.90	5,733.25	3,500.00	3,500.00	1,999.75	0.00	0.00	4,500.00	0.00
248-260-810-000	Legal Services	5,710.54	3,842.55	4,200.00	4,200.00	2,011.04	0.00	0.00	3,900.00	0.00
248-260-823-000	Website/Software	3,675.50	3,800.00	5,000.00	5,000.00	28.85	0.00	0.00	2,000.00	0.00
248-260-823-001	Municipal Software	675.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	0.00
248-260-829-000	Planner Services	3,392.33	3,489.25	3,500.00	3,500.00	2,423.89	0.00	0.00	3,800.00	0.00
248-260-851-000	Telephone	0.00	0.00	500.00	500.00	0.00	0.00	0.00	3,700.00	0.00
248-260-900-000	Printing and Publication	9,600.96	7,017.69	7,800.00	7,800.00	3,491.37	0.00	0.00	6,240.00	0.00
248-260-920-000	Utilities	6,418.22	13,501.46	13,780.00	13,780.00	9,584.57	0.00	0.00	14,700.00	0.00
248-260-921-000	Municipal Street Lighting	58.00	0.00	1,870.00	1,870.00	0.00	0.00	0.00	1,200.00	0.00
248-260-930-000	Repair and Maintenance	375.14	388.47	1,200.00	1,200.00	101.51	0.00	0.00	900.00	0.00
248-260-940-000	Building Maintenance	0.00	102.03	1,500.00	1,500.00	560.07	0.00	0.00	1,500.00	0.00
248-260-940-002	Equipment Rental	12,000.00	16,800.00	16,800.00	16,800.00	13,590.00	0.00	0.00	20,400.00	0.00
248-260-941-000	Office Rent	3,427.48	5,166.22	4,000.00	4,000.00	4,010.48	0.00	0.00	5,500.00	0.00
248-260-942-000	Office Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-942-019	Covid Office Expenses	0.00	0.00	175.00	175.00	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,504.13	1,487.88	1,900.00	1,900.00	1,463.07	0.00	0.00	1,900.00	0.00
248-260-957-000	Education & Training	4,360.34	4,905.41	8,000.00	8,000.00	1,044.45	0.00	0.00	4,500.00	0.00
248-260-958-000	General Activities Misc	0.00	344.31	7,500.00	5,900.00	3,084.68	0.00	0.00	5,150.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Milage	37.65	774.03	500.00	500.00	111.18	0.00	0.00	500.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRU	0.00	0.00	112,993.00	112,993.00	0.00	0.00	0.00	247,307.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq	157,500.00	142,453.00	0.00	0.00	0.00	0.00	110,444.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	1,234.84	1,046.09	2,000.00	2,000.00	469.00	0.00	0.00	2,000.00	0.00
248-725-822-000	Newsletter	650.00	130.00	1,800.00	1,000.00	65.00	0.00	0.00	1,645.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	0.00	675.21	1,700.00	1,700.00	357.34	0.00	0.00	1,950.00	0.00
248-725-825-000	Gift Certificate Redemption	3,210.00	5,016.00	5,000.00	5,000.00	1,612.75	0.00	0.00	2,500.00	0.00
248-725-826-000	Historic Celebration/Education	579.74	500.40	2,500.00	2,500.00	281.22	0.00	0.00	1,985.00	0.00
248-725-827-000	Awareness Program	918.28	694.16	1,500.00	2,300.00	2,116.08	0.00	0.00	2,700.00	0.00
248-725-864-000	Grant & Scholarship Distributio	0.00	0.00	500.00	3,000.00	2,500.00	0.00	0.00	1,000.00	0.00
248-725-881-000	Merchandise to Sell	211.01	0.00	1,200.00	1,200.00	689.00	0.00	0.00	1,600.00	0.00
248-726-745-000	Beautification Supplies	2,736.35	1,394.09	7,620.00	7,620.00	4,550.45	0.00	0.00	7,620.00	0.00
248-726-746-000	Hanging Baskets	3,443.00	3,331.42	4,120.00	4,120.00	254.21	0.00	0.00	4,600.00	0.00
248-726-801-000	Contractual Services	5,127.00	3,080.24	5,780.00	5,780.00	2,468.14	0.00	0.00	4,780.00	0.00
248-726-843-000	Facade Program	5.00	22,273.96	25,480.00	25,480.00	0.00	0.00	0.00	10,000.00	0.00
248-726-845-000	Public Art Program	0.00	390.69	2,100.00	2,100.00	220.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	5,999.66	6,977.08	8,100.00	8,100.00	6,937.45	0.00	0.00	8,650.00	0.00
248-726-975-001	Capital Outlay - Beautification	0.00	1,096.76	2,300.00	2,300.00	280.00	0.00	0.00	2,100.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	439.96	2,790.00	2,790.00	152.34	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	0.00	138,988.67	323,000.00	323,000.00	199,643.40	0.00	0.00	20,000.00	0.00
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT &	0.00	161,801.90	212,000.00	212,000.00	42,321.14	0.00	0.00	11,326.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations As of 03/31/2026

GL Number	Description	23-24 Activity	24-25 Activity	Original Budget	Amended Budget	25-26 Activity	Projected	Dept.	Requested	26-27 Project
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND										
Account Category: Appropriations										
248-728-801-000	Contractual Services									
248-728-860-000	Trolley Expense	6,312.50	17,245.01	17,800.00	17,800.00	7,399.52	0.00		12,000.00	
248-728-861-000	DATA AND METRICS	23,902.51	7,503.24	18,900.00	18,900.00	3,069.34	0.00		0.00	
248-728-862-000	Training Materials	0.00	0.00	1,450.00	1,450.00	7.76	0.00		500.00	
248-728-864-000	Grant & Scholarship Distribution	0.00	57.37	500.00	500.00	0.00	0.00		1,100.00	
248-728-866-000	Marketing Materials	0.00	0.00	1,000.00	1,000.00	0.00	0.00		0.00	
248-728-886-001	Blight Reduction	0.00	10.79	2,500.00	2,500.00	689.00	0.00		2,500.00	
248-728-886-002	Social District	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-728-888-000	Brand Marketing	1,000.00	60.00	2,350.00	2,350.00	557.77	0.00		1,950.00	
248-728-888-001	Contractual Services Brand Marke	23,295.55	24,924.66	23,700.00	23,700.00	20,412.56	0.00		27,325.00	
248-729-880-000	Promotion	23,255.00	272.89	12,000.00	12,000.00	2,603.24	0.00		8,000.00	
248-729-880-001	Event Promo - Gazebo Series	473.44	404.71	2,500.00	2,500.00	1,088.74	0.00		3,000.00	
248-729-880-004	Event Promo - Halloween Parade	10,170.07	10,600.00	14,500.00	14,500.00	13,000.00	0.00		14,900.00	
248-729-880-005	Event Promo - Hmtwn/Holiday Vtll	2,450.61	1,240.10	2,500.00	2,500.00	1,861.37	0.00		2,500.00	
248-729-880-006	Event Promo - New Years Res. Run	8,014.27	2,832.22	3,000.00	3,000.00	1,957.43	0.00		3,000.00	
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	1,500.00	1,500.00	109.37	0.00		1,500.00	
248-729-880-008	EVENT PROMO-ICE FEST	0.00	0.00	3,500.00	3,500.00	3,300.98	0.00		4,800.00	
248-729-880-009	Event Promo-Lake Orion Love Shop	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-729-880-010	PARTNERED EVENTS	0.00	807.00	1,500.00	1,500.00	0.00	0.00		1,500.00	
248-729-880-011	Restaurant week	0.00	0.00	1,000.00	1,000.00	0.00	0.00		1,000.00	
248-729-880-012	String & Strofl Tree Lighting	11,753.72	3,890.49	7,000.00	7,000.00	3,490.92	0.00		7,000.00	
248-729-880-013	STRONGER TOGETHER-WINTER	348.99	384.76	2,500.00	2,500.00	2,478.53	0.00		1,000.00	
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	0.00	128.14	1,500.00	1,500.00	1,172.30	0.00		1,000.00	
248-729-880-015	Winter Activities	7,019.39	5,986.48	4,500.00	4,500.00	4,499.16	0.00		5,175.00	
248-729-880-016	MISC EVENTS-OTHER	0.00	53.00	2,500.00	2,500.00	1,500.00	0.00		2,500.00	
248-729-880-017	Movie Night	998.81	1,707.69	3,500.00	3,500.00	2,693.41	0.00		4,780.00	
248-729-880-100	Stronger Together- smr Fall	1,521.82	0.00	0.00	0.00	0.00	0.00		1,000.00	
248-729-885-000	Port-A-Johns	2,103.51	1,007.50	1,600.00	1,600.00	1,265.00	0.00		1,950.00	
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-885-100	Knox Box Grant Program	0.00	0.00	2,000.00	2,000.00	0.00	0.00		0.00	
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-965-301	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-965-404	InterFund TRF 2023 DDA Bond Proj	422,709.00	419,709.00	420,721.00	420,721.00	0.00	0.00		421,333.00	
248-730-965-592	Transfer Out - DDA Property Acq	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-975-000	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-975-003	Capital Outlay	1,636.00	19,976.51	0.00	0.00	0.00	0.00		0.00	
248-730-975-005	DDA Capital Outlay- Wayfinding/L	5,871.00	4,668.94	2,500.00	2,500.00	0.00	0.00		10,000.00	
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	10,000.00	10,000.00	942.85	0.00		0.00	
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	5,000.00	5,000.00	0.00	0.00		0.00	
248-730-975-011	Capital Outlay - Trail Extensi	0.00	0.00	4,300.00	4,300.00	0.00	0.00		0.00	
248-730-975-015	Capital Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
Appropriations		1,214,423.55	1,497,103.47	1,842,048.00	1,844,548.00	760,826.20	110,444.00		1,408,959.00	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:

BUDGET REPORT FOR VILLAGE OF LAKE ORION
 Calculations As of 03/31/2026

GL Number	Description	23-24 Activity	24-25 Activity	25-26 original Budget	25-26 Amended Budget	25-26 Activity	25-26 Projected	25-26 Dept. Requested	26-27 Projected
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND									
	TOTAL ESTIMATED REVENUES	1,070,475.61	1,526,254.81	2,156,542.00	2,156,542.00	1,224,949.79	0.00	1,397,590.00	
	TOTAL APPROPRIATIONS	1,214,423.55	1,497,103.47	1,842,048.00	1,844,548.00	760,826.20	110,444.00	1,408,959.00	
	NET OF REVENUES & APPROPRIATIONS:	(143,947.94)	29,151.34	314,494.00	311,994.00	464,123.59	(110,444.00)	(11,369.00)	
	BEG. FUND BALANCE	498,200.06	356,811.12	385,962.46	385,962.46	385,962.46	385,962.46	275,518.46	
	FUND BALANCE ADJUSTMENTS	2,559.00	0.00			0.00			
	END FUND BALANCE	356,811.12	385,962.46	700,456.46	697,956.46	850,086.05	275,518.46	264,149.46	

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations AS OF 03/31/2026

GL Number	Description	23-24 Activity	24-25 Activity	25-26 Original Budget	25-26 Amended Budget	25-26 Activity	25-26 Projected	26-27 Dept. Requested	Project
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023									
Account Category: Estimated Revenues									
301-000-300-001	2023 DOWNTOWN DEV TAX EXEMPT BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-000-300-002	2023 DOWNTOWN DEV TAX EXEMPT BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-000-664-000	Interest Earnings	1,917.41	1,694.54	900.00	900.00	861.16	900.00	500.00	
301-000-671-999	Appropriation from Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-000-699-301	TRF in from DDA	422,709.00	419,709.00	420,721.00	420,721.00	0.00	421,420.00	422,333.00	
	Estimated Revenues	424,626.41	421,403.54	421,621.00	421,621.00	861.16	422,320.00	422,833.00	
Account Category: Appropriations									
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-901-950-000	Demolition & Land Improvement	26,826.76	215,618.20	174,500.00	174,500.00	139,612.53	0.00	0.00	
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-901-971-000	Capital Outlay - Buildings	2,120,874.70	0.00	672,520.00	672,520.00	202,562.97	0.00	0.00	
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-905-731-000	2023 Bond Taxable Issuance Expe	1,000.00	0.00	0.00	0.00	500.00	500.00	500.00	
301-905-731-001	2023 Tax exempt Bond Issuance Ex	1,000.00	0.00	0.00	0.00	500.00	500.00	500.00	
301-905-745-001	Property taxes-Orion Twp	3,353.36	0.00	0.00	0.00	0.00	0.00	0.00	
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301-905-992-003	2023 DDA BONDS TAXABLE PRINCIPAL	75,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	65,000.00	
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCI	180,000.00	150,000.00	160,000.00	160,000.00	160,000.00	160,000.00	165,000.00	
301-905-993-001	2023 DDA BOND TAXABLE INTEREST S	60,931.02	76,909.00	73,921.00	73,921.00	73,921.00	73,921.00	70,933.00	
301-905-993-002	2023 DDA TAX EXEMPT BOND INTERES	105,777.78	132,800.00	126,800.00	126,800.00	126,800.00	126,800.00	120,400.00	
	Appropriations	2,574,763.62	635,327.20	1,267,741.00	1,267,741.00	763,896.50	421,721.00	422,333.00	
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:									
	TOTAL ESTIMATED REVENUES	424,626.41	421,403.54	421,621.00	421,621.00	861.16	422,320.00	422,833.00	
	TOTAL APPROPRIATIONS	2,574,763.62	635,327.20	1,267,741.00	1,267,741.00	763,896.50	421,721.00	422,333.00	
	NET OF REVENUES & APPROPRIATIONS:	(2,150,137.21)	(213,923.66)	(846,120.00)	(846,120.00)	(763,035.34)	599.00	500.00	
BEG. FUND BALANCE		4,944,949.68	2,794,812.47	2,580,888.81	2,580,888.81	2,580,888.81	2,580,888.81	2,581,487.81	
END FUND BALANCE		2,794,812.47	2,580,888.81	1,734,768.81	1,734,768.81	1,817,853.47	2,581,487.81	2,581,987.81	

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations as of 03/31/2026

GL Number	Description	23-24 Activity	24-25 Activity	Original Budget	25-26 Amended Budget	25-26 Activity	25-26 Projected	Dept. Requested	26-27 Projec
Fund: 404 DDA PROPERTY ACQUISITION									
Account Category: Estimated Revenues									
404-000-664-000	Interest Earnings	124.17	113.28	0.00	0.00	67.22	0.00	0.00	0.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	157,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	157,624.17	113.28	0.00	0.00	67.22	0.00	0.00	0.00
Account Category: Appropriations									
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	0.00	0.00	169,436.00	169,436.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Appropriations	315,000.00	0.00	169,436.00	169,436.00	0.00	0.00	0.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:									
	TOTAL ESTIMATED REVENUES	157,624.17	113.28	0.00	0.00	67.22	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	315,000.00	0.00	169,436.00	169,436.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	(157,375.83)	113.28	(169,436.00)	(169,436.00)	67.22	0.00	0.00	0.00
BEG. FUND BALANCE		326,840.70	169,464.87	169,578.15	169,578.15	169,578.15	169,578.15	169,578.15	169,578.15
END FUND BALANCE		169,464.87	169,578.15	142.15	142.15	169,645.37	169,578.15	169,578.15	169,578.15
Report Totals:									
	TOTAL ESTIMATED REVENUES - ALL FUNDS	1,652,726.19	1,947,771.63	2,578,163.00	2,578,163.00	1,225,878.17	422,320.00	1,820,423.00	
	TOTAL APPROPRIATIONS - ALL FUNDS	4,104,187.17	2,132,430.67	3,279,225.00	3,281,725.00	1,524,722.70	532,165.00	1,831,292.00	
	NET OF REVENUES & APPROPRIATIONS:	(2,451,460.98)	(184,659.04)	(701,062.00)	(703,562.00)	(298,844.53)	(109,845.00)	(10,869.00)	
BEG. FUND BALANCE - ALL FUNDS		5,769,990.44	3,321,088.46	3,136,429.42	3,136,429.42	3,136,429.42	3,136,429.42	3,026,584.42	
FUND BALANCE ADJUSTMENTS - ALL FUNDS		2,559.00	0.00	2,435,367.42	2,432,867.42	0.00	3,026,584.42	3,015,715.42	
END FUND BALANCE - ALL FUNDS		3,321,088.46	3,136,429.42	2,435,367.42	2,432,867.42	2,837,584.89	3,026,584.42	3,015,715.42	

Administrative Coordinator

RECOMMENDED BUDGET IMPACT
29,120 + wthold = \$31,650

Supervision Received: Reports to the DDA Director
Supervision Exercised: Intern / Volunteers as needed

Position Summary

The Administrative Coordinator serves as the organizational backbone of the Downtown Development Authority (DDA), providing essential administrative, financial, and operational support to ensure the efficient and consistent delivery of programs, events, and initiatives. This role is responsible for maintaining the internal systems, coordination, and documentation necessary to support the DDA's mission of advancing economic development and downtown vitality in alignment with the Main Street Four Point Approach®, with particular emphasis on Organization and Promotion.

This is a public facing role, and the candidate must be very comfortable communicating and interacting with the public, government and business community.

Qualifications:

- Working knowledge of Municipal government procedures a plus
- Professional attitude and ability to work with the public, municipal officials, volunteers and merchants
- Working knowledge of Main Street America a plus
- Strong organizational skills with attention to detail
- Willingness and ability to learn quickly, without significant oversight
- Ability to work cooperatively with others
- Strong communication skills, both written and oral
- Bachelor's degree in communications, office administration, English, or journalism is desired.

Duties:

- Create and/or edit content for
 - Board and Committee Informational Materials
 - Business and Community notices and communications
- Serves as administrative resource person to DDA Director, Assistant Director and DDA Board
 - Assist with bookkeeping functions, processing invoices, expenditures, and support general ledger organization including use of BS&A or similar municipal accounting software
 - Assist in Preparation of Agenda Packets for monthly meetings using MuniCode agenda software
 - Liaison for all merchandise sales including Downtown Dollars.
 - Manage administration of DTLO office, password(s), software support and supplies.
 - Manage other special programs, projects and events, as needed
 - Assists with preparation and distribution of materials supporting the organization including fliers, brochures, posters, newsletters and survey distribution as necessary
 - Working knowledge of all active workplans
 - Performs other duties as required
 - Office organization, supply, and coordination with cleaning and maintenance services

Knowledge of the following a plus, willingness to learn is a necessary skill:

- The four-point Main Street approach to assist in the recruitment and management of volunteers
- Microsoft Office Suite – with an emphasis on Word and Excel
- Use of cloud based storage and document creation, storage and editing.
- Social Media, including posting, metrics, and data
- Snap Retail (Email services)
- Canva.com (Graphics)

Wages:

- \$20/hour DOQ

Schedule:

- 30 hours weekly (Schedule varies based upon DDA Calendar)
- General: in office Monday – Thursday 9am- 4pm, plus flex time depending on events and schedule

Contact Executive Director, Matthew Gibb at 248-693-9742 or email him at gibb@downtownlakeorion.org



MARKETING AND COMMUNICATIONS COORDINATOR

Reports to: Executive Director

The Marketing and Communications Coordinator will primarily support marketing of the Lake Orion Downtown Development Authority and its Main Street Alliance including but not limited to email marketing, production of creative content, database management and more, with an overall goal of increasing brand awareness, volunteer participation and recognition for the District.

The Marketing and Communications Coordinator will implement marketing plans that effectively support wide-reaching awareness. The position requires the ability to deploy resources strategically while managing multiple projects with a keen attention to detail and quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform but the following is a thoughtful list based on current needs.

- Support implementation of written Marketing and Communications work plan(s).
- Support and create content for offering of sponsor, alternative revenue sourcing.
- Present and maintain a positive public image of the organization
- Coordinate with external consultants: website, graphic design, photo/video, printing and more
- Coordinate production process for marketing collateral
- Assist in marketing collateral for internal and external stakeholders and events
- Assist with website content and manage all domain and hosting contracts
- Gather metrics for website and earned media, and put together an initial and continuing analysis
- Conduct occasional photography
- Support/coordinate content for marketing campaigns
- Support development of collateral, including Annual Reports, Development Updates and PowerPoint presentations
- Create Small Business Engagement resource kit(s)
- Develop, deploy, analyze surveys and reports in collaboration with DDP and BIZ
- Report out on metrics and other administrative tasks
- Coordinate efficient uploads of all photo and video files to appropriate platforms (Google Photos and YouTube)
- Manage news and magazine subscriptions and events calendars

COMPENSATION & SCHEDULE

This is a full-time, salaried position with an annual compensation of **\$47,900**, commensurate with experience.

The position is expected to maintain a flexible work schedule averaging **35–40 hours per week**, with regular office hours supplemented by **evenings and weekends as required** to support events, programs, and community engagement activities.

This position is **not benefit-eligible**.

QUALIFICATIONS

- Bachelor's degree or one to three years work experience in related, professional setting.
- Ability to prioritize and execute projects simultaneously with exceptional quality and meticulous attention to detail.
- Project management principles and practices.
- Knowledge of Microsoft Suite, including PowerPoint, Word, Excel and others.
- Software experience with Adobe Creative Suite, including photo and video editing.
- Demonstrated ability to create digital/creative content
- Willingness to demonstrate commitment to the mission, vision and core values.

CORE COMPETENCIES

- Critical thinking and problem solving
- Decision-making
- Attention to detail
- Quick to action
- Conflict resolution and customer service
- Planning, prioritization, and organization
- Verbal and written communication
- Teamwork
- Adaptability
- Diplomacy