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## Job Description

### Executive Director- Downtown Alliance Non-Profit

The primary function of this position is to serve as a leader and manager who will successfully execute goals set by the Downtown Alliance to achieve its mission, in coordination with Deputy City Manager (or designee), while employing best practices and strong internal controls. Additionally, this person will be responsible for fund / revenue development, program growth, building partnerships with key players, and serving as a community advocate.

#### Essential Functions of the Executive Director- Non-Profit

##### 25% of the Job Responsibilities: Advocacy

- Work in coordination with the Board of Directors to provide strategic vision and build a long-term plan of growth and success for the organization. Balance the rate of growth and ability of the organization to serve; must understand the limits and capacity of the organization and understand what is achievable.
- Possess an overall strong advocacy mindset with the ability to expand the efforts of the organization into new areas to execute the overall mission of the organization.
- Serve as the main advocate and be the face of the organization to the community.
- Build relationships with other key players and organizations in the community in order to improve and expand program services.
- Actively work to further establish the network and expand program service.
- Recognize and capitalize on opportunities to create new revenue sources.
- Strategically identify and lead the effort to leverage additional revenue via large corporate donors.

##### 60% of the Job Responsibilities: Managing Staff & Committees

**In accordance with its bylaws related to committee activities. The Executive Director has the following responsibilities**

- Assure that the organization has an annual strategy which achieves its mission, and toward which it makes consistent and timely progress
  - Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
  - Promote active and broad participation by volunteers in all areas of the organization's work.
  - Maintain official records and documents, and ensure compliance with federal, state and local regulations.
  - Maintain a working knowledge of significant developments and trends in the field
  - Responsible for the recruitment, employment, and dismissal of all personnel, both paid staff and volunteers.
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- Ensure that job descriptions are developed, that regular performance evaluations are conducted, and that sound human resource practices are in place. Does this include evaluating volunteers?
- Develop an effective management team, with appropriate provisions for successions...
- Encourage staff and volunteer development and education, and assist program staff in Relating their specialized work to the mission of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse quality group of staff and volunteers.

**10% of the responsibilities: Budget and Finance**

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget and having the organization operate within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Conduct official correspondence of the organization in conjunction of the Board
- Execute legal documents in conjunction with Board , with Board designated officers

**5% of responsibilities: Other**

- Any and other issues or opportunities that may require the ED's attention

**Preferred Skills**

- Good written and verbal communication skills
- Possess strong organizational skills along with coordinating multiple projects
- Industry experience in the economic development area preferably in downtown development
- Demonstrated success in fundraising and development
- A strong team builder.
- Personable with the ability to establish strong relationships with others.
- Passionate about non-profit work.
- A champion for community needs.
- Strong communication skills across all levels (internally, externally and to the Board).
- Competency implementing new strategic initiatives.
- Comfortable with and energized by making new connections quickly.
- 3 + years of experience in program development

**Compensation**

**\$48,000 to \$52,000**