



JOB OPENING: EXECUTIVE DIRECTOR

ORGANIZATION DESCRIPTION

The Del Paso Blvd Partnership Business Improvement District (PBID) formed in 2005 and renewed in 2016 for 10 years or until 2025 and Business Improvement Area (BIA) covers about 1.2-mile commercial corridor and other ancillary streets that cross or feed on to Del Paso Blvd. in Old North Sacramento.

The mission of the PBID is to improve all aspects of the District, from beautifying the public realm to supporting more than 200 local and national retailers and property owners. The purpose of the DPBPBID is to provide activities and improvements which constitute and create a special benefit to assessed parcels. The DPBPBID provides Security, Maintenance Enhancement, Image Enhancement & Advocacy and related Administration directly and only to assessed parcels within its boundaries. Visit www.delpasoboulevard.com for more information.

JOB DESCRIPTION

The DPBPBID seeks an Executive Director. The director is responsible for the administration, financial management, and day-to-day activities of the PBID. The director reports to the PBID's Board of Directors.

Note that this position is part-time, and the Executive Director may have other clients. The position offers a competitive salary, and flexible scheduling, but does not include health or other benefits.

This position requires someone who is passionate about downtowns, urban corridors, placemaking, and urban livability, and wants to transform underused or inactive public spaces into safe, attractive, and vibrant places for businesses, residents, workers and visitors to Old North Sacramento. We are looking for an out-of-the-box thinker with creative solutions to urban design challenges and opportunities.

RESPONSIBILITIES

Develop and implement a range of beautification initiatives, such as landscaping, banners, winter lighting, and seasonal decorations.

Conduct ongoing outreach to stakeholders, including PBID property owners, commercial and residential tenants, and elected officials.

Create brochures, newsletters, and other materials regarding the programs and services offered by the organization.

Maintain the PBID website, Instagram, Facebook page, and other digital and social media platforms.

Oversee the PBID's supplemental sanitation and maintenance program, ensuring that contractors provide quality service

Market and promote the PBID district in local and citywide media outlets.

Develop technical-assistance programs for PBID businesses.

Liaise and advocate with City agencies for services that support and enhance the district and to encourage capital projects.

Prepare strategic plans and operating budgets for the board. Assure adherence to these plans, and provide the board with periodic management reports, operating statements, and program assessments on a quarterly basis..

Manage all aspects of the BID's administrative office, including bookkeeping.

Insure compliance with all aspects of the PBID's bylaws, administrative procedures, and contract with the City of Sacramento.

Establish and foster relationships with artists, designers, architects, property owners, businesses and other stakeholders.

Improve and expand relationships with corporate, community, government, and institutional partners to carry out organizational mission and objectives.

Act as staff to the board and its committees and serve as the board's liaison to community and civic groups, government, and elected officials

QUALIFICATIONS

A successful candidate for this position will have 5 to 10 years' experience working in some combination of the following areas: economic development, constituent services, non-profit management, government/public policy, small-business assistance, or urban planning. A bachelor's degree is required, and a master's degree in a related field is preferred.

PREFERRED SKILLS

A record of leadership and success in strategic planning and problem solving

Substantive administrative and contract-management experience, with a preference for non-profit management experience. Demonstrated success working as a sole practitioner or in another self-directed environment.

Familiarity with retail and/or small-business management and development.

Experience with Grant writing, fundraising and marketing.

Excellent writing skills.

Ability to serve as a persuasive and articulate spokesperson for the PBID • Excellent computer skills, with QuickBooks and Adobe Creative Suite preferred.

The position requires some nights, weekends and off premise work (within and outside North Sacramento) which may entail but not be limited to:

Regularly walk the District and interface with businesses to become familiar with customer and business traits and behaviors. Attending various meeting (i.e. City Council) and facilitating outreach programs within the Sacramento community.

This position is an exempt position, reporting directly to the Board President and Executive Committee, and serves at the direction and pleasure of the Board of Directors.

APPLICATION PROCESS

Please submit a cover letter, resume, references, your expectations, and a single page example of your professional writing. Email the documents in PDF format to **careers@delpasoboulevard.com**. Use the subject line "Executive Director Position".

The deadline for application is May 15th, 2019. Only those candidates who are being considered will be contacted.

Old North Sacramento is a culturally diverse environment. The DPBP is committed to complying with State and Federal laws which include Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

Please do not contact the PBID office directly regarding this employment opportunity.