DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
COLUMBIA, MISSOURI

Executive Director
Full Time Career Position

An Executive Director with strong leadership and communication skills is needed by the Downtown Community Improvement District in Columbia, Missouri. The Downtown Community Improvement District (CID) is a political subdivision dedicated to keeping Columbia's downtown—The District—vibrant. Position requires a bachelor's degree in business administration, public administration, public relations or related field, with a solid record of accomplishments in the government, quasi-government or public non-profit sector. Must have an entrepreneurial spirit with the ability to work independently in a small office environment. Exceptional organizational skills and the drive to follow long-term projects to completion are requisite.

Duties will include:

- Community relations and promotion of District policies and programs
- Working with the CID Board of Directors to develop and implement strategic plans and related activities
- Advocacy on issues of concern to the CID board and constituents
- Benchmarking and program evaluation
- Budgeting and fiscal integrity
- Ensuring compliance with all regulatory and legal requirements
- Recruitment and retention of businesses
- Direct supervision of a Director of Marketing and Office Manager.

A more detailed job description can be found at https://discoverthedistrict.com/news/

Salary: Up to $85,000. Final salary and benefit package will be based upon experience and relevant work experience.

To Apply: Submit a cover letter, resume, and three professional references via email (info@discoverthedistrict.com) or mail to The Downtown CID, 11 South Tenth Street, Columbia, MO, 65201. Call the Downtown CID Office at 442-6816 with any questions