

VENICE BEACH BUSINESS IMPROVEMENT DISTRICT (VB BID) EXECUTIVE DIRECTOR

ABOUT VENICE BEACH BUSINESS IMPROVEMENT DISTRICT (VB BID)

The nonprofit Venice Beach BID was formed to help keep our exceptionally diverse district cleaner and safer for everyone who lives, works, or visits. Acceptance of differences has always been part of Venice's DNA, and it is built into every aspect of our BID's culture. Our clean and safe teams are trained to deal respectfully with everyone. We hire deliberately, prioritizing local employment. We regularly connect unhoused residents with emergency medical services; when possible, we connect them with social services that may include mental health, addiction recovery, healthcare, housing opportunities or pathways to employment. At any given time, we have several current and/or formerly unhoused Clean Team members working for the VB BID.

A streak of contrariness, eccentricity and disregard for conventions are also part of Venice's DNA – and our BID offers the same level of respect to people who disagree with us. We strive to be nonpartisan in our advocacy, and focus on positive and actionable changes to improve the safety and cleanliness of our community.. We have no marketing component except maintaining open lines of communication with our district community.

POSITION OVERVIEW

The VB BID is looking for an experienced Executive Director with strong skills in leadership, team building, financial and operational management, community engagement, and strategic planning. The ideal candidate has a demonstrated ability to win the trust and confidence of diverse stakeholders and constituencies, as well as public and private sector organizations. The position requires sustaining the BID's strong internal culture through collaboration, delegation and clear communication, while working closely with the Board, staff, contractors, and City of Los Angeles governmental agencies to build continued community support for BID programs. Experience with homelessness and either beach or other heavily-visited destination management expertise would be highly beneficial.

ROLES AND RESPONSIBILITIES

Leadership

- Lead, advise and collaborate with an active and engaged Board of Directors.
- Lead, support and mentor clean and safe team managers; maintain a workplace culture that focuses on empowerment, accountability and job satisfaction.
- Manage high-performing teams (internal, external, and combined) that efficiently work together to enable the BID to deliver excellent service and to advocate for increased public safety and cleanliness while staying true to the unique culture of the BID.
- Establish and maintain effective working relationships with stakeholders, colleagues, subordinates, city officials, LAPD, officials from other governmental and private organizations and the general public.
- Accurately identify the BID's strategic role in various community issues.

Administration & Management

- Work within a fixed and fairly restrictive budget; organize and implement all activities in a manner consistent with the Management District Plan (MDP).
- Assume ultimate responsibility for all City contract compliance issues.
- Oversee all financial matters in conjunction with the Board Treasurer and the BID accountant.
- Oversee all corporate compliance issues in conjunction with the Board President, Secretary, Treasurer, BID accountant and general counsel as needed.
- Notice, prepare, and conduct public Board meetings.
- Monitor local, state and federal legislation, programs and proposals and assess their potential implications and/or organizational opportunities; monitor relevant news coverage.
- Identify and vet new vendors as needed; evaluate proposals/quotes, review and negotiate contracts and ensure ongoing contract compliance.
- Oversee and advocate for the periodic renewal of the BID in conjunction with Board, staff and consultants.

Strategic Planning & Community Engagement

- Collaborate with Board and staff to develop and implement a strategic plan that prioritizes opportunities for additional community engagement while maintaining effective operations and finances.

- Collaborate with Board, staff and contractors to produce a monthly infographic of BID achievements and post content for the organization's website.
- Tackle complex organizational and community issues with excellent problem-solving skill.
- Identify new opportunities for the BID to expand its work and mission, consistent with the MDP and as resources permit.
- Communicate the BID's value to property owners; help them to understand what we do, how we do it, and the services we provide in return for their property assessment.

QUALIFICATIONS

- Bachelor's Degree or higher.
- 10 years of relevant work experience including at least 3 years in a management role. Experience working with a Board of Directors is highly desirable. Knowledge and awareness of nonprofit and BID best practices; familiarity with the most common legal and policy issues affecting BIDs is a plus.
- Knowledge of the community of Venice and its issues is a plus.
- Knowledge of profit & loss/income statements, balance sheets, cash flow management, general finance and budgeting.
- Knowledge of contracts, bylaws and other common legal documents.
- Knowledge of the California Public Records Act, the Brown Act and Robert's Rules of Order.
- Demonstrated ability to develop and implement a management strategy for both direct staff and contract staff that respects the legal distinctions between them.
- Demonstrated ability to assemble and lead teams, solve complex problems, identify creative solutions and implement persistent and effective strategies.
- Demonstrated ability to effect visible, tangible changes in a community.
- A passion for community development and quality of life issues.

Salary commensurate with experience and a benefits package including health insurance, vacation and PTO.

Envision Consulting was retained by Venice Beach BID to conduct the search for their incoming Executive Director.

All Applicants must apply through Envision Consulting: <http://bit.ly/2Zet1zk>