



Downtown Chattanooga BID Manager/Executive Director

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Located in southeastern Tennessee, nestled along the Tennessee River with the backdrop of the Appalachian Mountains, Chattanooga is a mid-sized city that melds the urban experience with unmatched outdoor amenities. With an almost 35-year laser like focus on Downtown, Chattanooga and its urban core aims to continually create an authentic downtown experience for all. The Downtown Chattanooga Business Improvement District (BID) was created by the Chattanooga City Council in July 2019 and is governed by a 15-member Board of Directors. The district's annual budget is approximately \$1 million dollars and is funded by a fee assessed to property owners within a 49-block area. While the BID is newly formed, River City Company, a 501(c)(3) nonprofit focused on Downtown Chattanooga, and Progressive Urban Management Associates have been contracted to assist in the startup of the district.

Job Description

The BID manager/executive director is expected to provide leadership and expertise to enhance the downtown experience with an emphasis on establishing and managing a comprehensive clean and safe program to provide general cleaning/maintenance, safety and hospitality services. Additionally, this individual will collaborate with various downtown partners, property and business owners, as well as City departments. The manager/executive director will also work with City departments to ensure that the City's stated Baseline Level of Services are upheld.

Responsibilities

- Coordinate with the BID Board to develop solid work plans which translate the BID's core purpose and vision into tangible, measurable goals and objectives.
- Assist the BID Board in defining a comprehensive scope of services and facilitate the successful implementation of a clean and safe program along with any special projects, and provide oversight and management for day to day operations.
- Prepare an annual budget which is complete, attainable and consistent with the goals and objectives established by the Board. Ensure compliance with legal and regulatory requirements.
- Prioritize, plan and monitor projects to ensure appropriateness to core purpose and vision, and effective completion by deadlines established by the BID Board.
- Select and cultivate qualified staff, model effective behaviors and skills and maintain high morale among staff.
- Set and maintain high standards of quality (i.e., accuracy, thoroughness and degree of excellence in work) for the organization's programs and seek out methods to continuously improve the efficiency and effectiveness of the organization and its programs and to expand revenue sources.

- Cultivate and maintain positive relationships with Chattanooga City staff and administration to implement plans and achieve objectives as directed by the BID Board.
- Collaborate with the Chattanooga Police Department to coordinate and enhance public safety efforts in downtown Chattanooga.
- Serve as an ambassador for the organization, downtown and an advocate for downtown issues.

Knowledge and Skill Requirements

- Managerial, leadership, administrative and fiscal management skills.
- Ability to establish priorities and handle multiple issues under pressure.
- Ability to implement and oversee a clean and safe program.
- Ability to develop effective relationships with downtown property and business owners, residents, and public and private leaders.
- Ability to express ideas clearly, concisely and effectively in written and oral communications.
- Ability to work with local government including, but not limited to, public works, police, transportation, and others.

Education and Experience Requirements

- Bachelor's degree required.
- Demonstrated leadership in downtown management and development.
- Experience in community outreach, developing and overseeing administration of organizational budgets, supervising direct reports, and strategic planning.
- Applicants with BID management experience, including a successful clean and safe program, are desired.

Compensation

Competitive compensation package with benefits.

To Apply

Interested candidates should submit a cover letter and resume (PDF format preferred) to the following email address, yvette@pumaworldhq.com no later than Friday, December 27, 2019 at 5p.m. EST.

Inquiries can be directed via email to:

Progressive Urban Management Associates, Inc.

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