President and Chief Executive Officer

Job Description

Description

The President and CEO of Uptown Columbus, Inc., which includes the Business Improvement District and Whitewater Management LLC, will provide direction and leadership to fulfill the organization's mission: *Plan, manage, maintain and develop Uptown to make it an inviting, accessible, livable and perpetually active urban space … that enhances living, working, entertainment, shopping, the arts and learning.*

With guidance from the Board of Directors, the President and CEO supervises, directs and manages the day-to-day business and management of each organization and makes the necessary decisions for effective and efficient management of the organization.

The ideal candidate will have a business mindset and will be able to see the "big picture" in a variety of settings. They will take actions to enhance the company's cash flow while keeping the human factor in perspective.

The goal is to drive the organization's development and guide it towards long-term success.

Minimum Requirements:

- Proven experience as CEO or in other managerial position(s); experience leading a Main Street, Downtown Development, municipality, chamber or other similar entity preferred
- BS in business or public administration or relevant field
- Experienced fundraiser, proven background in fund development and sponsorship procurement
- Experience in developing profitable strategies, implementing vision, and executing a master plan
- Excellent at building and maintaining community partnerships
- Strong understanding of finance and performance management principles
- Familiarity with diverse business functions such as marketing, PR, finance, etc.
- In-depth knowledge of organizational governance and general management best practices
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills
- Must be available nights and weekends

Duties & Responsibilities

Leadership and Planning

- Provide leadership in the implementation and enhancement of the 5 year strategic plan
- Ensure that all requirements of the Business Improvement District management plan are fulfilled
- Develop additional funding sources
- Serve as the organization's chief spokesperson and primary advocate
- Stay abreast of developments in the downtown revitalization industry
- Facilitate consistent, informative communication and effective outreach with property and business owners, government agencies, economic development organizations and other constituents
- Oversee the planning, implementation, and follow-up of Board and Committee meetings, presentations, and special events. Oversee the coordination of Board agendas, meetings, minutes, and correspondence.

Administration and Management

- Recruit, manage, train, assign, supervise and evaluate a highly-qualified staff to carry out the organization's programs and objectives
- Develop, communicate and monitor policies, procedures, technology, performance standards, work productivity and workflow to ensure efficiency, completion of work and risk control
- Oversee the development and execution of customer service programs of the BID
- Oversee the preparation and distribution of annual budgets and reports analyzing the progress of organization projects, programs and operations
- Review the processing of fundraising and assessment billings and maintenance of comprehensive property owner and assessment databases through PBID Manager
- Research, negotiate, monitor, and manage all contracts

Marketing, Business Development, and Events

- Provide leadership to staff and support for event operations including:
    - Commitment to high quality special events
    - Event sponsorship outreach
- Monitor the effectiveness of all programs and oversee the development and implementation of tracking and reporting systems of Whitewater Management LLC in coordination with outfitter and Board committee.
- Develop a business visitation program to identify business concerns/issues
- Work with agencies to develop a small business development program
- Ensure the achievement of all program goals and objectives, which may include but are not limited to:
    - Clean Team Ambassadors
    - Streetscape enhancements
    - Security
    - Wayfinding

* *Other duties as assigned to include Uptown events and projects*

Salary Range: $110,000 - $130,000

TO APPLY: Please send cover letter, resume, and references to uptownceosearch@gmail.com