DC BID COUNCIL EXECUTIVE DIRECTOR JOB DESCRIPTION

The DC BID Council is seeking a multi-talented Executive Director to lead an organization of 11 Business Improvement Districts.

The DC BID Council is an association of Washington DC’s eleven business improvement districts. Collectively, our members spend over $30 million dollars per year to help manage and enhance neighborhoods that are home to 65% of DC jobs and that generate 37% of the city’s tax revenue. The DC BID Council brings together BID leaders and stakeholders to collaborate on issues and concerns that cut across all of our boundaries and impact the entire city.

Job Summary
The Executive Director will successfully lead the DC BID Council to achieve its mission and vision through strategic leadership and expertise in place management and equitable city building.

Responsibilities and Duties
The Executive Director of the DC BID Council will work with the Board of Directors to drive success around the following strategic priority areas

Help Shape Economic Direction for D.C.’s Employment Centers and Mixed-Use Neighborhoods
- Coordinate efforts to develop long term recovery initiatives and participate in partnerships with other organizations to undertake this work
- Consider and integrate strategies that attend to and enhance social mobility and shared prosperity
- Elevate the importance of parks and the public realm in fostering a healthy and resilient urban economy

Partner with the City and other community stakeholders to tackle the challenges and gaps of existing responses to homelessness
- Identify strategies and resources for addressing needs of people experiencing homelessness in BID areas.
- Work with partners to educate stakeholders and drive improvements in the District’s homeless services system.

Support the evolution of a dynamic urban park system
- Work with government partners to improve efficiencies for permitting, funding and implementation of BID interventions within parks and public space
- Pilot ideas and strategies for improving parks and public spaces in BIDs that can lead to improvements and innovations across the city’s park system
- Develop and showcase quality metrics that can be utilized to improve parks and public spaces
In addition to driving these strategic initiatives, The Executive Director is responsible for running all aspects on the association, including:

**Member services and outreach**
- Organize, coordinate and document quarterly DC BID Council meetings, including arranging speakers, preparing agendas and minutes, and arranging logistics.
- Provide information to the BIDs about events and news that may be of interest.
- Facilitate meetings with DC government agency heads regarding issues facing the BIDs.
- Facilitate relationships with city officials, government agencies, and other groups in order to help the BIDs become more efficient in providing neighborhood services.
- Assist BID programs and progress in topic areas assigned by the DC BID Council Board, including, but not limited to, public space improvement, public safety, planning and development, parks, homelessness and infrastructure, and crisis interventions as needed.
- Present BID concerns to policymakers.

**Communications**
- Publicize the work of the BIDs. Prepare documents and materials about the work of the BIDs and their impact on the city.
- Maintain the DC BID Council website ([www.dcbidcouncil.org](http://www.dcbidcouncil.org))
- Develop and maintain social media strategy for the BID Council
- Produce the annual *DC BID Profiles* report.

**Research**
- Monitor city legislation and rulemaking and provide information to BIDs about laws and regulations that may affect BIDs or their members. When appropriate, write and present BID Council testimony or comments.
- Monitor citywide and regional planning and economic development, including Covid-19 recovery efforts.

**Administration**
- Manage the budget and maintain financial records for the organization, with assistance from bookkeeping services provided by the DowntownDC BID or other contractor.
- Invoice member organizations and manage joint purchasing agreements.
- Provide general administrative management and record-keeping for the DC BID Council.
- Other responsibilities as assigned by the DC BID Council Board of Directors.

**Qualifications**
The ideal candidate for this position is:
- Passionate about building a stronger more resilient and equitable Washington, DC and has experience in urban planning or a related field.
- Enjoys working with strong leaders with diverse interest and priorities.
- Demonstrated creativity –in building consensus and in seeking possible solutions.
- An organized self-starter with the ability to manage multiple projects with limited supervision.
● Has experience managing a board and building consensus.
● Innovative and collaborative
● An excellent verbal and written communicator experienced in working with business improvement districts in DC and understands the roles BIDs play as well as the limitations on what BIDs can do.
● Experienced in working with DC government, community and/or business groups.
● Interested in following legislation, rule-making and DC government.
● Masters degree preferred.
● 7-10 years experience.

Full time with benefits, flexible hours considered.

Please send a resume, cover letter and the names of three references to: Louise Stoner Crawford to EDsearch@dcbidcouncil.org As the BID Council hopes to fill this position quickly, please send applications by July 31, 2020