



DOWNTOWN BOZEMAN PARTNERSHIP EXECUTIVE DIRECTOR OVERVIEW

The [Downtown Bozeman Partnership](#) is a member-managed limited liability corporation. The member organizations include the [Downtown Bozeman Association \(DBA\)](#), [Business Improvement District \(BID\)](#), and [Urban Renewal District \(URD\)](#) which established the Partnership as an incorporated management agency. The Partnership provides combined operational support in the form of offices and employees for the three member organizations. As such, the Partnership is the unified identity of the DBA, BID, and URD, as each organization works independently and collectively on behalf of downtown Bozeman. The Partnership coordinates extensively with the City of Bozeman and a wide variety of community organizations. Most important, the Partnership continually strives to foster strong relationships with downtown property and business owners. All these cooperative efforts strengthen downtown as a critical element in the greater community fabric.

The Downtown Partnership and its member organizations have an aggregate annual \$3 million budget. As the chief officer of the Partnership, the Executive Director is responsible for leading the programs, administration, and finances of the organization. In doing so, the Executive Director must uphold each member organizations' missions and goals to ensure the economic and cultural well-being of downtown. The Downtown Partnership has an empowering company culture defined by these core values: Open Communication; Integrity & Honesty; Respect & Empathy; Work-Life Balance; and Comfortable, Fun, Positive Energy.

In addition to providing leadership and strategic direction for the Downtown Partnership, the Executive Director plays a critical role within the larger community as a constructive collaborator, relationship builder, and thought leader. While engaging and representing downtown stakeholders, the Executive Director works closely with the City administration, economic development organizations, community non-profits, and district management peers across the state and beyond.

The ideal candidate must be a flexible leader able to balance everyday management challenges with long-term strategic planning and implementation. The Downtown Bozeman Partnership is looking for an Executive Director who—through a combination of education and professional experience—possesses the traits identified by the International Downtown Association's "High Performing Urban District CEOs" leadership study:

- **Strategy:** *Able to see the larger picture; Develops frameworks; Incorporates novel ideas with proven models of success.*
- **Implementation:** *Exhibits perseverance and endurance; Focuses on progress across a broad front; Manages time efficiently; Orchestrates behind the scenes to achieve results.*
- **Systems:** *Demonstrates a flexible and creative approach to their work, responding to issues in an informed, quick, and spontaneous way.*
- **Information:** *Listens over pontificating; Relies on others for mutual success.*
- **Relationships and Decision Making:** *Collaborative; Calm under fire; Builds and maintains networks for success.*

Compensation includes a salary of \$75,000, or higher depending on experience, and comprehensive benefits package.

The Downtown Partnership has retained TogetHR Consulting to conduct this search. The full job description can be viewed here: [TogetHR Consulting](#). To be considered for this opportunity, please provide a letter of interest and resume upon application.