



Established in 1994, Downtown Visions is a private, non-profit organization that manages the Business Improvement District (BID) of Downtown Wilmington, Delaware. Downtown Visions seeks a proven leader to serve as its Executive Director to further its mission to create, manage, and promote a quality environment for people who live, work, invest in and visit Downtown Wilmington. This is accomplished by collaborating with the public and private sector entities in neighborhood revitalization and stabilization, through clean and safe initiatives, small business development, retail recruitment and retention, job creation, and economic development.

The ideal candidate will be an executive leader with a strong management background and a demonstrated track record of successfully working in non-profits that focus on partnering with business owners, governmental entities, community groups, the public, and other stakeholders to advance and advocate for the initiatives of a business improvement district. Downtown Visions and its leadership embraces both the spirit and the letter of advancing diversity and inclusion in the community we serve. The candidate must be committed to supporting and promoting a diverse and inclusive community, both internally (within DTV) as well as externally (with our businesses and greater community).

- Leadership
 - Provide executive leadership to the Board and staff
 - Provide management and oversight to all staff
 - Hire, organize, and motivate staff to advance the mission of Downtown Visions
 - Encourage and facilitate professional development opportunities for staff
 - Direct the implementation of all Downtown Visions initiatives
- Strategic Planning
 - Collaborate with the stakeholders in the BID to understand and advocate for their objectives. Alignment among the Wilmington government leadership, stakeholder values and the BID leadership is a crucial dimension
 - Provide executive, strategic, and visionary leadership to move the organization forward consistent with the goals of the three entities above
 - Lead staff and members of the Board in the development, approval, and execution of a strategic plan to support and advance Downtown Visions' mission and initiatives
 - Communicate Downtown Visions' mission and strategic plan to internal and external stakeholders
- Fundraising
 - Identify and obtain revenue generating opportunities such as grants and sponsorships

- Organize and lead fundraising efforts to diversify, sustain and grow Downtown Visions
 - Steward existing funding relationships by providing regular reports and project updates
- Board of Director Relations
 - Collaborate with Chair and Board Members on plans and strategies
 - Participate as a member of all special committees
 - Maintain all records for Board of Directors' review and access
- Budget & Finance
 - Oversee the preparation of detailed annual and quarterly budgets
 - Recommend allocation and use of funds in present and projected budget periods
 - Report on budget variances to the Board and relevant committees
- Public Relations & Communication
 - Serve as the spokesperson to government agencies, community organizations, the public and the press.
 - Build a mutually supportive working relationships with external organizations, public officials, and the business community
 - Translate the work of the organization to the Board and the community
- Downtown Merchant Initiatives
 - Organize Main Street Board of Director Meetings and Downtown Merchant Meetings
 - Marketing and Promotion of Enterprises in the BID
 - Downtown Wilmington App Promotion
 - Newsletters, Surveys, Social Media, Blog Post, graphics, photography and video to build the business community alliance with consumers
 - Actively oversee and manage the Main Street Division and its growth and providing of services to strengthen the BID
- Development Planning
 - Provide the necessary environment Downtown for economic development to occur
 - Assist small businesses through Downtown Visions' Cleaning & Safety Initiatives, Events Initiatives and Business Development Initiatives
 - Advocate for commercial property and business owners and the public in Downtown Wilmington

The ideal candidate:

- Understands issues confronting Downtown business and property owners, public agencies, community organizations, and the public
- Has a demonstrated track record of success managing several different types of projects simultaneously
- Has exposure to, and a passion for community development, public safety, urban design, city planning, and economic development programs.
- Collaborates and openly shares information with team and stakeholders
- Has experience in an executive leadership role managing annual budgets of at least \$2,000,000

Minimum Qualifications:

- A master's degree in related field with a minimum of 10 years professional experience OR directly relevant equivalent work and experience

- Excellent verbal and written communication skills, particularly in public speaking
- Must be comfortable advocating for Downtown Visions' positions and speaking in public
- Successful track record managing and growing stakeholder relationships
- Accomplished fundraising background
- 7-10 years experience in BID leadership or related non-profit experience

Salary Range:

- \$ 102,000 to \$ 124,000

Qualified candidates are encouraged to submit their resume and cover letter to holly@hri-online.com for consideration.