

## JOB DESCRIPTION FOR FULL-TIME EXECUTIVE DIRECTOR, LA FASHION DISTRICT BID.

The Executive Director of The LA Fashion District BID must be multi-talented. This highly regarded position oversees staff and contract employees in the organization, reports directly to the fifteen members of the Board of Directors, and helps foster the organization's future by steering the team to implement the mission/vision/goals and strategic priorities, set forth by the Board. The fifteen-member Board of Directors provides strategic guidance to the Executive Director.

### **Duties Include:**

- Always make sure the organization is operating in compliance with all laws and regulations, including those outlined in the contract with the City: Management Plan, Bylaws, Articles of Incorporation, and other policies.
- Provide the board with the resources it needs to create change and promote growth.
- Act as a liaison between the Board and the staff.
- Keep Board Members informed and work with them to come up with strategic solutions to any issues that arise. Communication and a joint approach to organizational growth are imperative.
- Inform the Board of staff changes, marketing and operational details, and areas where the staff feels help is needed.
- Serve as the public face of the organization and represent the BID in a professional light.
- Collaborate with and maintain good relationships with City Staff, Elected Officials, and other community groups.
- Collaborate with transportation, social services, housing, and business groups.
- Adhere to the highest ethical standards possible.
- Ask for Board input and approval before making any major decisions that can affect the stakeholders and the integrity of the BID.
- Keep the Board Members abreast of any new and/or continuing issues that affect the district: including matters of policing, safety, political and government relations, budget, and other issues that will aid the Board in fulfilling its mission/vision/goals and strategic priorities.

- In collaboration with the Finance Manager, prepare and execute the yearly fiscal budget and ensure budgetary projections are accurate and based on future needs and board priorities. Budgets must also be prepared for committee meetings.
- In collaboration with the Finance Manager and Independent Auditor, prepare and assist in the yearly review and/or full audit.
- Work with the Personnel Committee before hiring any new administrative or executive staff.
- Train, develop staff, perform annual performance evaluations, and work with the Personnel Committee to evaluate all staff salaries, based on the organization's budget. Compensation and benefits for staff may be recommended by the Executive Director to the Personnel Committee before the committee making its annual recommendation to the Board.
- Maintain strong relationships among peers, the Board, key stakeholders, the media, industry associations, etc.
- Be proactive when launching outreach efforts or connecting with other organizations.
- Be prepared to attend and possibly host events.
- Speak in public with reporters and other community members, on behalf of the BID.
- Cultivate relationships with other BID leaders and look for opportunities to partner with causes that align with the goals of the Fashion District BID.
- Work with leaders in the business and government world to take advantage of applicable initiatives and grants.
- Coordinate long-term strategic partnerships to fulfill the organization's unmet needs.
- Oversee the preparation, posting, and distribution of all Board and Committee meetings, agendas, packets, and minutes in compliance with the Brown Act.
- Plan and prepare meeting structure and information for board meetings in coordination with the board chair.
- Lead, manage, and direct staff to meet the priorities and goals of the organization.
- Administer and ensure adequate Board-approved employee benefits and HR-related policies.
- Understand and ensure public records access per the CA Public Records Act.
- In collaboration with the Director of Operations, oversee and execute the clean and safe program.

- In collaboration with the Marketing Director, build and maintain a positive brand for the Fashion District neighborhood, always fostering the vision of the BID board and staying within financial budgets.
- Keep informed of trends, events, and social changes or problems that may impact the district.
- Serve as a source for "urban best practices" relative to placemaking, clean and safe, space activation, connectivity, marketing and promotion, business development, and overall quality of life issues, for the stakeholders.
- All staff report to the Executive Director or others as designated by the ED. The Executive Director is responsible for staff performance.

#### **SKILLS AND ATTRIBUTES TO CONSIDER:**

- Excellent communication and collaboration skills
- Excellent writing skills
- Energetic personality and knowledge about urban centers and placemaking
- Excellent presentation and speaking skills
- Be a relationship builder and have an entrepreneurial spirit
- Previous experience working with or leading boards, committees, or non-profit organizations
- Be able to motivate staff/employees
- Strong organizational skills including delegation, facilitation, program, and development execution
- Be a strategic thinker
- Knowledge of how Los Angeles City/County operates
- Interest and knowledge of commercial real estate including legal issues, marketing, etc.
- Working knowledge of business assessment district law
- Experience working with large budgets
- Understand assessment district law and Proposition 218
- Understand basic employment law

**Compensation:** Commensurate with experience and qualifications, benefits package, paid parking, or commuter allowance.

**Experience:** 3+ years professional experience working with non-profit or BID organizations.

**To Apply:** Submit resume and cover letter to [resume@Fashiondistrict.org](mailto:resume@Fashiondistrict.org) by September 15, 2021

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