



Executive Director

Who We Are!

The Downtown Chandler Community Partnership (DCCP) is a 501(c) 6 nonprofit corporation whose mission is to mobilize leadership and resources to advance the development of downtown Chandler as a regional destination for shopping, dining, living, culture, and the arts. The DCCP works on behalf of the Enhanced Municipal Services District (BID), created in 2006, to provide enhanced marketing and promotion, safety and beautification and management of the downtown area beyond what is done by the City of Chandler. The area known as the Enhanced Municipal Service District administered by the Downtown Chandler Community Partnership (DCCP) is boarded on the north by Chandler Blvd. the south by Frye Road, the east by Delaware St.; and the west through Dakota, California and Oregon Streets.

Love Where You Live!

Chandler, Arizona is a progressive city known as the “Community of Innovation.” The population of Chandler is 272,000+ and growing. Known as the heart of the city, Downtown Chandler is a walkable district and collaborative space with local restaurants, shops and breweries boasting a vibrant live 7 days a week music scene with over 12 stages. The downtown is also the cultural center of the community full of murals, art gallery, public art and performing arts center.

Position Title:	Executive Director
Reports To:	Board of Directors (7-10 Members)
Supervises:	1 Full-Time/2-3 Part time
Budget:	\$420,000+

Enhanced Municipal Services District (BID)

- Marketing and Promotions
- Special Events
- Clean and Safe Programs
- Contracts for Services
- Administration
- Management
- Beautification
- Outreach/Communications

The Executive Director's primary responsibility is to work cooperatively with all key stakeholders in the downtown area, including: merchants, property owners, civic groups, and local government staff to undertake joint activities which will encourage a cooperative climate and working relationship among downtown businesses, property owners, organizations, City committees, and public officials.

The Executive Director will be evaluated on entrepreneurial skills, creativity, and organizational abilities while functioning independently. Creating a vision for the ongoing success of Downtown Chandler and surrounding businesses, as well as the ability to communicate that vision, will be part of the ongoing goal setting and evaluations.

Education, Experience, Attributes, Skills & Abilities

A minimum of a bachelor's degree and five to seven years of experience in one or more of the following areas: downtown special district/commercial district management, economic development, urban planning, or any closely related field.

- Thorough knowledge of Downtown management and commercial district revitalization.
- Exposure to and a passion for creativity in community development, clean and safe strategies, urban design, city planning, and economic development programs.
- Experience leading a nonprofit organization with a ~\$400,000 budget
- Strong working knowledge of budget management, contract negotiation, and fiduciary responsibilities.
- Entrepreneurial, imaginative, well organized, high energy, and capable of functioning effectively in an independent environment.
- Ability to listen and work with an active Board, merchants, property owners, community and government leaders and advocates.
- Capable of creatively managing multiple tasks successfully and exercising sound judgment in evaluating and making decisions to handle sensitive issues with diplomacy and confidentiality.

Summary of Position:

- Manage and coordinate all aspects of Downtown Chandler Community Partnerships annual work plan.
- Prepare annual plan and budget for Board of Director approval.
- Develop and recommend fiscally sustainable policies and practices.
- Ensure compliance with all aspects of the organization's bylaws, accounting and contracts with the City of Chandler.
- Facilitate Board of Director Meetings.
- Works in partnership with the City and key stakeholders in downtown improvement and beautification projects.
- Ongoing visibility in the district including weekends and evenings providing face to face interaction.

- Raise funds through sponsorships and grants. Develop and publish an annual report.
- Execute an annual event for stakeholders.
- Maintains strong public-private partnerships among stakeholders including residents, businesses, institutions, funders, elected officials, community groups, and others. Serves as a liaison between the Board of Directors and these constituencies.
- Manages BID contracts and develops year-around special events and promotions.
- Develops and manages a marketing and communications plan for the district.
- Coordinates bi-monthly stakeholders' meetings.
- Recruits, retains and manages staff and oversees all administrative duties.
- Manages volunteer program (i.e. ambassador program) to enhance the presence and atmosphere in the BID area.
- Development, recruitment and management of new and existing special events.

Compensation

A competitive compensation package will be provided.

Applications

Electronic applications preferred. Send cover letter and resume to:

dccp@downtownchandler.org

Please reference the subject line: DCCP Executive Director

Application Deadline: Monday, March 28, 2022 at 5 p.m. MST