



THE RIVER DISTRICT

Executive Director Capitol Station District, DBA The River District Sacramento, California

The Role

The River District board of directors seeks a well-connected and highly competent Executive Director (ED) to manage its 501c6 PBID, Capitol Station District DBA The River District and its 501c3 Foundation, Capitol Station Associates. The ED is a direct report to the President of the board and regularly has contact with most other board members, elected officials, City and County staff and locational stakeholders in the River District.

This position advises the board of directors as they formulate strategic decisions about real estate development in the District, manages company assets, oversees financial operations, provides leadership to all staff, establishes business goals, and builds and executes special business projects. The Executive Director's exceptional stewardship and strategic planning skills will aid the organization in promoting the mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate has outstanding communication skills, strong leadership qualities, a full understanding of how a PBID works including the process of renewal, and excellent planning and organizational skills. The Executive Director will effectively and efficiently direct operational budgets, improve revenue, direct business strategy, and enhance relations with the media, elected officials, internal stakeholders, staff, and surrounding neighborhood communities.

If This Describes You, You Might Be Our Perfect Fit

You are a politically savvy, entrepreneurial, strategic thinker and champion of smart real estate development. You thrive on being able to negotiate strong solutions to challenging problems around homelessness and you understand that forming alliances is key to getting the job done. You are a builder of strategic programs, coalitions, and partnerships with strong nonprofit board recruitment and development skills. You will understand and nurture relationships both inside and outside the River District that will aid in transitioning the area from its purely industrial past to a vibrant, new, eclectic neighborhood future. Your fingers are on the pulse of Sacramento and you do an excellent job of keeping the board of directors informed and aware.

You understand that your behaviors in the community reflect the brand of the River District and play a key role in conveying the mission of the organization to external stakeholders and internal team members. You maintain an extremely high level of professionalism and embody a high sense of urgency while being respectful to all parties. You are a "get it done" person who moves at a fast pace, are well organized, with a high sense of urgency. You love a challenge, approach it creatively, and are undaunted when you have to shift on the fly. You are accountable, responsible, trustworthy, and reliable and those around you consider you a calm, steady presence. You will thrive working with a Board of Directors, varied stakeholders and be able to keep up with fast paced executives and elected officials. You are unflappable.



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Your Daily Duties

- Develop and direct organizational strategy under the guidance of the board of directors.
- Draft, implement and maintain organizational policies and philosophies.
- Manage and oversee all staff, interns, and any contractors.
- Conduct and prioritize day-to-day business activities.
- Assist with the development of volunteer leadership and committee engagement.
- Prepare comprehensive budgets for approval by the board of directors.
- Partner with the contracted CPA and board Treasurer to manage and report on revenue and expenditures.
- Engage with business stakeholders, elected officials, City and County staff, community groups and other interested parties.
- Create and manage sound business plans and partnerships.
- Serve as the brand ambassador of the River District and Foundation in all public policy or advocacy activities at local, regional, state, and federal levels.
- Serve as the primary liaison with elected officials, City and County staff, and partner organizations.
- Represent the River District in the news media and at community events.
- Identify, apply for, and secure public or private foundation funding by way of grants for Capital Station Associates, the River District's affiliated 501c3.
- Perform other duties as requested

Communication and Professional Skills

- In-depth knowledge of financial practices and fiscal management experience.
- Project management experience.
- Fluent in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.
- Flexible and able to navigate hybrid and remote work tools such as ZOOM and MS Teams)
- Effective communicator.
- Exceptional interpersonal and motivational skills.
- An understanding of public relations and marketing.

Compensation

The Executive Director is an exempt position and some weekends and/or evenings will be required. The River District offers a generous compensation package—salary will be commensurate with experience and competitive with local industry standards. Benefits include personal time off (personal, vacation, sick), medical insurance allowance, 401K with match, vehicle allowance, technology allowance, and twelve paid holidays per year.

Application Process

By June 1, 2022, please submit cover letter, resume, references, and salary expectations in confidence to info@riverdistrict.net. Please reference “**Executive Director Application Packet**” in the subject line.