



**EXECUTIVE DIRECTOR
LINCOLN ROAD BUSINESS IMPROVEMENT DISTRICT (BID)**

THE BID

The Lincoln Road Business Improvement District (the BID) is a not-for-profit corporation organized in 2015 to stabilize and improve the Lincoln Road retail business district, which is located within a nationally recognized historic district. The BID's district consists of eight blocks of a pedestrianized street (Lincoln Road) and adjacent cross streets in the heart of Miami Beach, Florida.

The BID is responsible for:

- Representing and advocating for the property and business owners
- Promoting and encouraging the continued development of a diverse, vibrant and pedestrian friendly Lincoln Road mixed-use neighborhood, thereby providing a dynamic setting for businesses, the visiting public, arts and entertainment, as well as area residents
- Serving as a cultural and civic hub for the community and fostering a spirit of cooperation and maintenance of high standards of quality among its members; and
- Bringing transformative projects into the District.

Job Summary: Chief Executive Officer responsible for marketing, event programming and management, overseeing governmental relations and ambassadorial services for the Lincoln Road district, the primary retail and restaurant pedestrian commercial district in Miami Beach. Will report to the Board of Directors and work with government, non-profit and commercial sectors.

Required Skills/Background: Strong written and oral communication, project management, and organizational ability with experience in the following areas: executive management, marketing, public relations, economic development, governmental relations, public construction, volunteer management, non-profit management, event planning and grant writing. The Director must be well-organized, energetic, personable, entrepreneurial and a creative self-starter able to work well with a diverse group of leaders, businesses, volunteers, and community groups. Bilingual English/Spanish is a plus. Bachelor's or Master's degree or equivalent experience.

Range of Duties:

- Long-term planning for the commercial and artistic development of Lincoln Road.
- Evaluate and administer the BID's marketing, promotions, security, operations, and maintenance, sanitation services.
- Implement new marketing programs and public relations strategies, including special event planning, addressing both the local and tourist markets. Obtain special events permits as required.
- Prepare annual plans and operating budgets for Board approval.
- Maintain organizational records and supervise tax and audit services. Provide the Board with periodic management reports, operating statements, and cost and program analysis.
- Work with the City of Miami Beach on all aspect of governmental relationship impacting Lincoln Road, including attending all relevant City Commission, Committee and Special Events Community Review meetings. Manage all vendor, contractor and consultant relationships.
- Manage the BID's administrative office including personnel, the ambassadorial service program and benefits and payroll administration.
- Coordinate all communication functions including public relations, responding to BID members, media and other inquiries, and writing annual reports, newsletters, and member bulletins.
- Improve and expand relationships with corporate, community, government, hotels, and institutional partners. Serve as the BID's liaison to community and civic groups, government and elected officials. including City of Miami Beach officials, the Greater Miami Convention and Visitors Bureau, Greater Miami Beach Hotel Association, South Florida Concierge Association, Miami Beach Chamber of Commerce, Gay & Lesbian Chamber of Commerce.
- Ensure website and event information is current.
- Work with the City of Miami Beach to coordinate the design and construction of the planned Lincoln Road renovation project.

Compensation: TBD.

Annual salary to be determined based on qualifications. Paid Vacation and Holidays, Sick Leave, and Flex-Time. Health insurance is negotiable

Work Schedule: This is a full-time position. Hours will include nights and weekends as necessary for meetings and events.

Annual Budget approximately: \$1.5 m

Please send resume, cover letter and three (3) references via the online form here:

<https://lincolnrd.com/careers/>

Questions about the position should be in writing and submitted electronically to:

info@lincolnrd.com -- subject **LRBID EXECUTIVE DIRECTOR POSITION QUESTION(S)**

Submissions by 12 NOON EST -- JUNE 1, 2022, AA/EOE.