

Job Description

Executive Director South District SSMID (Self Supported Municipal Improvement District)

Date Posted: 07.08.2022

Applications Due: 08.01.2022 by 12pm CT

Overview

The South District SSMID is seeking an inaugural Executive Director with demonstrated competencies (skills, knowledge, and personal characteristics) in urban planning, leadership, project management, strategic thinking, economic development experience, and building healthy and sustainable relationships.

The successful candidate must be an innovative and decisive leader who can work collaboratively with the various interests of the businesses in the district area, partners, service agencies, and the member communities. The Executive Director is expected to work cooperatively with community representatives and the business community, should be highly approachable, and an authentic communicator. A few essential skills for this position include but are not limited to grant writing, financial management, business development, and marketing.

The Executive Director will be responsible for the day-to-day operations of the nonprofit organization and reports to the Board. In this position, the Executive Director is responsible for research and development of business improvement opportunities, community outreach within and outside of the district, planning and organizing, and resource management including staff, volunteers, and fiscal. Qualified candidates will have extensive technical expertise in economic development and urban planning as well as knowledge of local and state compliance with all applicable legislation and regulations related to maintaining a SSMID district.

The activities of the Executive Director are intended to advance the mission of the SSMID and improve the economic prosperity of the businesses, property owners, and residents within the district. The position will report directly to the South District SSMID Board of Directors.

Salary & Benefit Range

\$50,000 - \$60,000 a year commensurate with experience

Job Type

Full-time

Qualifications

- Bachelor's Degree (Required)
- Master's in Urban and Regional Planning, Public Affairs, Public Administration, or similar field (Preferred)

Desired Skills

Program Development and Management

- Developing and overseeing board-directed improvement programs and initiatives.
- Creating strategies to ensure that established goals and mission of the SSMID are realized through sustaining progress made in the defined area of the district while continuously improving and advancing baseline services.
- Conducting rigorous and continuous program evaluation to provide measures of success that can be effectively communicated to the board, City of Iowa City, and other stakeholders.
- Developing budgets and revenue plans and tracking progress across fiscal years.
- Overseeing the local budget and maintaining high quality financial management and administration.
- Overseeing development of a multi-year Strategic Plan and the Annual Plan.
- Administering local economic development and district improvement programs in compliance with all regulatory requirements and ensuring that the fiscal audit and all compliance activities are successfully completed without findings. When there are findings informing the Board and ensuring all corrections are made and reported.

Economic Development

- Addressing the needs of business and industry within the defined district area to support their stability and growth.
- Shaping South District SSMID strategy to respond to the needs of businesses and residents.
- Raising the visibility of district improvements as an essential component of economic development in the city boundaries.

Relationship Building

- Proactively engaging local stakeholders including: board members, businesses, local, state and federal agencies and officials, community leaders, sub and ad hoc committees, partnering organizations, and funders.
- Organizing partners within the local area as appropriate, including: other SSMIDs, businesses, economic development agencies and organizations, educational institutions, mandated partners, and community-based organizations, in order to implement district improvement initiatives.
- Maintaining healthy and proactive working relationships with the City Manager and other city officials; cultivating relationships with local legislators, and other relevant elected officials.
- Establishing and building partnerships with relevant funders, businesses, and political and community leaders.
- Encouraging and building partnerships, improving communication between businesses in the district area and city staff and officials.
- Encouraging, building, and improving communication between South District SSMID businesses and other policy makers.

The successful candidate should possess demonstrated competencies in planning, organizing, and improving economic development and/or similar business improvement programs, facilitation and mediation, project management, program marketing, fundraising, team building, team leadership, listening, questioning, verbal, and written communication.

Essential Job Functions

- Serving as primary liaison between the SSMID operations staff and the Board.
- Work closely with the Executive Committee.
- Set up a full time office for the organization utilizing volunteer and board support.
- Providing status reports to the Board and Executive Committee.
- Organizing and managing meetings for the Board and Committees.
- Developing and implementing policies and procedures as approved by the Board.
- Monitoring federal, state, and local legislation/regulations/policies and ensuring compliance of the SSMID and program operations.
- Overseeing and informing the Board of organizational and administrative matters.
- Reporting and advising on significant developments and trends in the district improvement and economic development field.
- Ensuring sufficient development of baseline services, economic

development initiatives, and proper allocation of resources.

- Managing all contracts and other agreements with the South District SSMID.
- Working collaboratively with the local agencies, stakeholders, elected officials, residents, businesses, organizations, and other 3rd parties that can contribute to or impact progress in district improvement efforts.
- Building partnerships with private sector leaders to gather information about current or projected business trends and issues within the business community.
- Developing criteria for evaluating efficacy of South District SSMID programs and measurement of performance of existing and proposed SSMID activities.
- Managing the fiscal and reporting processes for local, state, and private grants in accordance with applicable regulations and compliance requirements.
- Conducting monitoring and oversight of levy funds and grants received by the SSMID.
- Drafting grant applications for Federal, State, and local grants and managing those grants after they are awarded.
- Monitoring and directing the development of policy, procedure and data necessary to demonstrate program compliance with all applicable regulations related to the operation of a SSMID.
- Developing and recommending modifications to policies and standard operating procedures to assure compliance with regulatory requirements.
- Development and implementation of an annual operational plan for the local district improvement program budgeting, cost-sharing negotiations, and capacity-building activities.
- Performing other operational tasks as identified by the Board and/or Executive Committee.

Schedule

Monday to Friday (8 am to 5 pm) – some nights and weekends as needed. Must have a willingness to travel for conferences or field research.

Work Location

Flexible (may work from home) for the first 6 months until a permanent office can be established. Thereafter, the Executive Director would maintain the presence of a full time office in the District.

Advancement

This position, once proven, has the opportunity to advance in salary and benefits.

Application / Schedule

Applicants should send the following items in one pdf digital copy to info@icadgroup.com with the subject head "SD ED application."

1. Cover letter with interest statement (page 1)
2. 250-word biography (page 2)
3. Resume (up to two pages)

Application materials received by Monday **August 1, 2022** at noon will be considered for hire. Please research the South District SSMID organization at www.southdistrictneighborhood.org/index.php/ssmid-proposal to support questions that may arise.

Zoom Interviews are planned for August 23 - 25, 2022. In person interviews for finalists are planned for the first week of September, 2022. The role is expected to start by mid October 2022.