



## EXECUTIVE DIRECTOR – SOUTH PARK BUSINESS IMPROVEMENT DISTRICT

Los Angeles, California

October 20, 2022

The South Park Business Improvement District is seeking an Executive Director, beginning as soon as November 7, 2022

### **About the Neighborhood & Organization**

South Park is a modern, livable, inclusive, and forward-thinking community in Downtown LA. Ideally located in the urban center, South Park has a diverse and vibrant mix of gleaming towers, historic architecture, creative hangouts, boutique retail, and local small businesses, public art, world-class sports and entertainment venues, a thriving culinary scene, eclectic hotels, and dynamic streets and open spaces.

South Park is a neighborhood founded by downtown enthusiasts, folks who believed in the early-2000s Renaissance of DTLA and took a chance on a sleepy neighborhood. That group and its enterprising spirit has expanded to include the voices of the many residents and business owners that form this thriving community – a community that fueled the development of new buildings that are changing the skyline of the second largest city in America. A Community that’s not just redefining South Park’s 52 blocks, but the character of Downtown Los Angeles.

That same community established the South Park Business Improvement District (SPBID) in 2005 to provide maintenance and hospitality services throughout the neighborhood. The 501(c)(6) organization is funded by property owners and serves everyone that lives, works, and spends time in South Park. In 2023, the annual budget will be just over \$3.7M. Over the last decade and a half, it has played the roles of community convener, liaison and partner to the City of LA, and thought-leader on the future of Los Angeles. While South Park’s transformation into an urban residential neighborhood is recent, the momentum is strong and the opportunities plentiful.

From establishment to present day, the focus for the BID has always been the maintenance and security programs. The majority of downtown residents live in South Park, and there’s a certain level of pride and care that comes with a residential community that South Park BID strives to honor. While clean and safe will always remain top priorities for the BID, the extensive outreach conducted in preparation for a new city contract beginning in January 2023 indicated that the stakeholders were eager to see more community engagement programming and economic development initiatives. As such, the new budget shows a 23% increase from 2022 to help achieve those goals. In April of 2022, the BID published its first-ever strategic plan. The full version can be accessed [here](#).

### **About the Role**

The Executive Director is responsible for managing and directing all SPBID activities and its relationships with collaborating stakeholders throughout the South Park community and the broader downtown and LA Metro region. Currently, the Director of Operations, who manages the clean and safe vendor, the Program Manager, and the Office Administrator & Marketing Coordinator report into the Executive Director. The Executive Director reports to the Board of Directors.

The Executive Director:

- serves as primary external contact, spokesperson, and business development person for the organization;
- develops agendas for Board and committee meetings in coordination with the Board and Committee Chairs;
- attends external meetings with stakeholders and partners on behalf of the BID;
- hires, trains, and evaluates staff;
- prepares the Annual Planning Report and annual budget;
- manages finances;
- conducts continuous review of all policies and procedures and strategic planning efforts
- builds and strengthens relationships with all major community stakeholders including but not limited to the Office of the Mayor, Councilmembers of Districts 9 and 14 and their respective staffs; Police Department, Department of Transportation, City Tourism Department, Department of Public Works, Sanitation Department, County Supervisor of District 1 and staff, Central City Association, LA BID Consortium members and other entities key to maintenance and operations of downtown

### **Requirements**

Education: Undergraduate Degree required; Graduate degree in pertinent field preferred; specific knowledge of urban design and development; familiarity of the real estate development and permitting process; comfort with planning and assisting in executing multiple public events.

Experience: A minimum of five years' experience that includes a combination of event management, fundraising, public-private initiatives, downtown development, working with civic and/or non-profit entities and strong business and managerial experience. The successful candidate should have proven abilities in people management and team-building as well as a track record of working with diverse stakeholders.

Other qualities:

- strong interpersonal, verbal, written communications, and collaborative skills;
- experience working with a Board of Directors;
- passion for the mission of building and growing a strong downtown;
- action-oriented team-building skills;
- visionary and creative desires and talents;

### **Compensation**

Commensurate with experience and qualifications, starting at \$150,000 per annum plus benefits.

### **Application Instructions:**

Please email a cover letter, resume, and contact information for three references to: Daniel Taban, Board Chair at [daniel@jadeent.com](mailto:daniel@jadeent.com).

*SPBID is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and Inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.*