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# President POSITION PROFILE

Executive Search conducted by:



The Capitol Riverfront Business Improvement District (BID) seeks an experienced and energetic leader for its next President. This position offers an exciting opportunity to engage with local business, government, developers, and community leaders and to guide the Capitol Riverfront BID's initiatives to make one of Washington, DC's most attractive economic regions even better.

## Overview

[The Capitol Riverfront BID](#) is a 501c(6) nonprofit organization in Washington, DC that provides place management services to assist in creating a neighborhood that is clean, safe, accessible, unique, friendly, and vibrant. The BID actively collaborates and forms partnerships to achieve the vision for the 500-acre Capitol Riverfront neighborhood and supports the development of the neighborhood as a new downtown along the Anacostia River in Washington, DC.

In support of this mission, The Capitol Riverfront BID provides the following services: clean teams and hospitality ambassadors; economic development and business attraction; transportation analysis and advocacy; marketing, branding, and public relations initiatives; community-building events like concerts, movies, and other signature programming; park maintenance and other public realm improvements; and real estate market research and analysis.

For more information visit on [Twitter](#), [Facebook](#), [Instagram](#), and [Resource Library](#).

Check out what Capitol Riverfront looks like and all it has to offer in this [short video](#).

## MISSION

We lead inclusive and equitable economic development for the benefit of the Capitol Riverfront neighborhood.

## PURPOSE

Shaping tomorrow by providing the resources, connections and expertise to optimize the Capitol Riverfront neighborhood's success.

## THE NEIGHBORHOOD

The Capitol Riverfront neighborhood is home to two professional sports stadiums – Nationals Park and Audi Field – the US Department of Transportation headquarters office building, 10 acres of new city parks including the award-winning Yards Park and Canal Park, over 26 million square feet of new development, 42,000 employees, and over 18,000 residents.

At build-out the neighborhood will achieve over 37.5 million square feet of new, mixed-use, high-density development. Capitol Riverfront is located on Metro's Green Line and is served by the Navy Yard Ballpark Metro station.

## The Role

The President is responsible for conducting the daily business and operations of the Capitol Riverfront BID, subject to direction that may be given by the Board of Directors. The President is responsible for ensuring the delivery of the services and programs outlined in the Capitol Riverfront BID's Management Plan, meeting the financial objectives, and providing guidance to the Board of Directors in formulating objectives and decisions of general policy, though the ultimate control remains with the Board of Directors.



The President provides continuity and direction for the BID and plays both a lead and supportive role in representing the organization in its research and advocacy efforts. The President is also responsible for general administration and staff management, including planning and program development and evaluation, budgeting and financial functions, member services, communications with members and providing staff support to the Board of Directors and the BID's committees.

## Reporting Relationships

The President reports to the Board Chair and Executive Committee and oversees a team of nine staff members and has three direct reports: VP of Operations, Chief of Staff, and VP Planning & Development. Responsibilities include:

- Oversees senior management to ensure projects are completed on time and to specifications
- Delegates work and assignments to team members based on expertise, work experience, and time constraints
- Recruits, interviews, hires, and trains new staff on the management team
- Oversees Human Resources and the Senior Management team
- Provides continuous constructive and timely performance feedback
- Provides annual performance evaluations of the Senior Management team
- Handles departmental staff conflict resolution
- Handles discipline and termination of employees in accordance with company policy

# Responsibilities and Duties

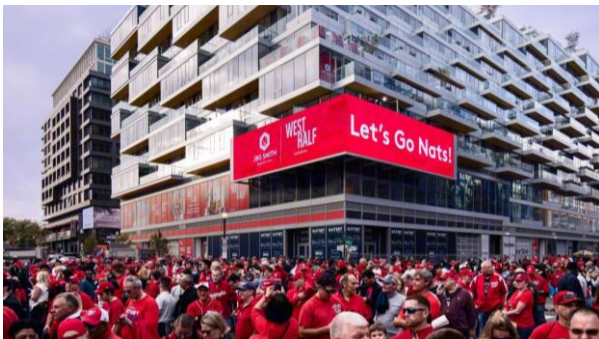
Duties include but are not limited to the following:

## Government Agency Advocacy

- Establish and maintain effective work relationships and cooperative arrangements with city agencies and other business organizations to help achieve the BID's Management Plan
- Create working relationships with elected officials including the Mayor's office and Council Members from Wards 6 and 8
- Collaborate with the newly appointed Deputy Mayor of Nightlife and Culture to ensure that the new office hosts events in the Capitol Riverfront neighborhood
- Partner with DC Metropolitan Police Department (District 1) to ensure the BID is improving neighborhood safety

## BID Operations

- Lead long-term planning for the commercial, residential, hospitality, and parks and public realm development of the Capitol Riverfront neighborhood.
- Operate the BID as an effective business entity, in compliance with the Management Plan and federal, state, and local regulations
- Manage the BID's administrative office and evaluate and administer the BID's marketing and promotions efforts, community building, security efforts and Clean Team operations, maintenance of parks and public realm, advocacy efforts, transportation and infrastructure planning, and staff development
- Oversee all communication functions including public relations responses to BID members, media and other inquiries, annual reports, newsletters, and member bulletins. Ensure website and event information is current
- Maintain official records and documents to ensure compliance with federal, state, and local regulations
- Oversee the successful completion of contracted vendor assignments
- Seek out creative projects, programs and activities that can further contribute to the mission of the organization
- Lead the Capitol Riverfront BID's Annual Meeting



## BID Financial Health

- Seek and secure sponsorship and grant opportunities to augment funding for the BID
- Prepare annual plans and operating budgets for Board approval and monitor the spending and compliance against the annual budget plan
- Maintain organizational records and supervise tax and audit services
- Ensure the BID maintains accurate financial records
- Oversee the preparation of quarterly financial reports for presentation to the Executive Committee and the Board at the Quarterly Board Meetings
- Oversee the annual audit of the BID's financial records
- Prepare the BID's annual year-end report for the annual grant with the Department of Parks & Recreation
- Provide the Board with regular, comprehensive reports on the revenues, expenditures, and financial status of banking institutions of the organization
- Manage all aspects of operational risk
- Help set the stage and plan for the BID's renewal which is required to occur every 5-years and is currently renewed through September 30, 2027



## Board Liaison

- Serve as the principal resource to the Board and the primary advocate for the BID and work in partnership with the Board and BID staff to accomplish the organization's mission
- Develop a Strategic Plan in partnership with the Board and ensure that the BID has a clear strategy, measurable objectives, and a relevant work plan to achieve its mission
- Provide leadership in developing programs and organizational plans with the Board of Directors
- Work with the Board and committee chairs to establish meeting agendas and record actions taken in the meeting notes
- Support the BID's Board and Executive Committee and support or assist with the Advisory Committees and Special Projects (ad-hoc) Committees as requested
- Promote the active involvement of Board members, committees, and other volunteers in all areas of the BID's work
- Provide the Board with periodic management reports, operating statements, and cost and program analysis
- Help identify leaders to serve on the Board and its committees

- Develop and maintain effective communications with the Board, committees, and members to keep the members well informed of the BID's progress and matters affecting membership
- Oversee the planning, implementation, execution, and evaluation of special projects as determined by the Board

### BID Community Relations

- Represent the Capitol Riverfront community and serve as the BID's primary liaison to community and civic groups, government and elected officials, other organizations, and the media and press
- Improve and expand relationships with corporate, community, government, hotels, and institutional partners
- Maintain a working knowledge of significant developments and trends in the DMV and in nationwide BID leadership
- Interact with and respond to the community members' questions and issues as required
- Represent the BID at other business organizations and participate in their business meetings where the BID's interests intersect with those of other groups



## Qualifications

### Education/Experience

- Bachelor's degree from an accredited college or university
- Master's degree in public administration, urban planning, business administration a plus
- Prior working experience in a service industry related to BID's
- Positive track record of shaping, implementing, and funding programs that serve the public benefit
- Experience working with local government agencies and knowledge of Washington, DC elected officials and local agency directors
- Supervision of staff of similar size and scope
- Experience in many or all of the following areas: executive management, marketing, public relations, economic development, governmental relations, non-profit management
- Knowledge of the Washington, DC area and political climate is a plus

## The Ideal Candidate

The ideal President candidate is a strategic, innovative, and hands-on leader with a proven track record as an externally facing consensus builder across many diverse constituencies. The President will be administratively self-reliant with the ability to effectively run an organization, including managing staff, financials, and daily operating priorities. Knowledge of economic development and planning principles and best practices, as well as existing relationships in the greater Washington DC region are valued.

While no one candidate will have all the criteria enumerated below, the ideal candidate will possess many of the following professional and personal abilities and attributes:

- **Results-Oriented Advocate:** a leader who brings proven experience and understanding of the needs of businesses (large and small) who can apply that to drive exceptional regional economic and community vitality. Advocates for initiatives for the betterment of the community. **A driver and a do-er:** able to motivate and engage a small but mighty and dedicated team, while rolling up their sleeves to contribute to the work. Highly motivated self-starter with the ability to work independently, as well as participate in and foster a collegial team environment. **Financial and operational acumen:** a leader with experience setting clear priorities; one who understands financial and operating systems to drive greater organizational efficiency and impact
- **Stakeholder Engager:** a connector with strong leadership and interpersonal skills; ability to create and sustain strong collaborative working relationships with board members, BID members, staff and business colleagues including city and federal officials. Public speaking experience and making presentations to public officials. **Commitment to mission:** a passion and innate commitment to the work, the region, and the goals of the BID
- **Externally Aware and Politically Astute:** a leader who understands how to navigate a highly bureaucratic environment, ideally with policy knowledge, advocacy strategies and campaigns that will positively impact what the BID is working to achieve. Media experience and interviewing with reporters
- **Accomplished Leader:** Charismatic ability to communicate with and work well with others in a collegial office environment. Proven ability to lead, supervise and develop the team. **A highly relational, consensus builder and communicator:** a connector in the community with a high degree of skill in influencing without authority, a leader with experience in building value-added, cross-sector partnerships within the community. **Committed to the advancement of diversity, equity, and inclusion:** within the CR BID and across the DC region

- **Strategic Thinker:** experience casting a vision and plan, one who can contribute to the strategic direction of the organization to further enhance and accelerate the work. **Growth-minded and innovative:** a leader with experience bringing thought leadership in the field of economic development to drive greater results in building sustainable and thriving communities through collective impact. Creative, innovative, “out of the box” thinking based on past careers and challenges. **Proactive and diligent:** a leader with experience proactively identifying and driving initiatives forward



**For more information, or to send your  
credentials, please email [careers@p3hired.com](mailto:careers@p3hired.com) with  
Capitol Riverfront BID President in the subject line.  
All inquiries will remain confidential.**

The Capitol Riverfront Business Improvement District is an equal opportunity employer and proudly values diversity. We encourage candidates of all backgrounds to apply.