



Director of Administration

Roles and Responsibilities

The Director of Administration is directly responsible for all business administration, human resources, and office management functions of Downtown Vision, the nonprofit business improvement district for Downtown Jacksonville. The Director further supports the contract Chief Financial Officer (“CFO”) in ensuring the organization’s financial processes run efficiently and responsibly to support its programmatic goals.

Reports to: Vice President; General Counsel

Specific Responsibilities of this Position are as Follows:

Business Administration

- Support the CEO and senior staff to develop, manage, and implement Downtown Vision’s annual administrative budget and related business activities achieve its programmatic goals.
- Serve as the primary contract manager for third-party providers of administrative services, including, but not limited to: insurance coverage, financial management, legislative advocacy, and banking.
- Support senior staff in the projection and collection of the annual assessment of private properties within the Downtown Vision district, the inclusion of the assessment on annual property tax notices, and the request of assessment and other operating funds from the City of Jacksonville.
- Oversee all Downtown Vision mass mailings to assessed property owners and other stakeholder groups.
- Manage all federal, state, and local organizational registrations and filings required of Downtown Vision’s 501(c)(3) and 501(c)(6) entities.
- Print and distribute all Downtown Vision checks as instructed by the CFO.
- Relay received invoices to the appropriate programmatic staff and follow up as needed.

- Obtain, receive, and manage all cash needed to support Downtown Vision operations.
- Support the CFO in the gathering and provision of all necessary documents and information for the completion of Downtown Vision's annual third party financial audit.
- Facilitate the submission of the Downtown Vision organizational audit to the State of Florida in compliance with Florida law.
- Support the CFO in the gathering and provision of all information necessary for the annual production and submission of Downtown Vision's form 990s and 1099 vendor forms.
- Maintain Downtown Vision's administrative and financial files.

Board and Program Support

- Facilitate meetings of the Downtown Vision Board of Directors and Executive Committee, including, but not limited to: managing calendar invitations for all relevant staff and members, facilitating public notice in compliance with Florida law, securing the meeting venue and catering, overseeing the fulfillment of meeting technology needs, and taking meeting minutes.
- Support the CEO in the management of Downtown Vision Board of Directors relationships and activities, including, but not limited to: accurate tracking of Board membership and contact information, ensuring the completion and submission of Board conflict of interest forms, and maintaining and updating the "Board Binder" of organizational information.
- Attend and support program staff in all Downtown events, including, but not limited to: First Wednesday Art Walk (monthly), Sip and Stroll (monthly), the Jax River Jams Outdoor Concert Series (weekly each April), the #DTJax Gala (annual), and the #DTJax Awards (annual).
- Provide administrative support for senior staff on Downtown Vision projects as needed.
- Other duties as assigned in furtherance of Downtown Vision's non-profit mission to help Downtown Jacksonville Florida grow and thrive.

Human Resources

- Support the CFO in the management of third-party providers of employee benefits, compensation management services, and human resources technical support.
- Coordinate the timely submission, accurate tracking, and inputs of PTO forms, reimbursements, expense reports, and other human resources requests of Downtown Vision staff.
- Maintain, update, and distribute to staff the Downtown Vision Employee manual and documentation of other human resources policies as instructed by the COO.
- Maintain Downtown Vision's personnel, I-9, medical, and other human resources files.
- Support Senior Leadership in addressing personnel disputes and other issues
- Facilitate the advertisement of DVI positions, collect responses and deliver them to the relevant department head, and coordinate the scheduling of interviews.

Office Management

- Manage third party vendor(s) providing services necessary for the efficient operation of the Downtown Vision office including, but not limited to: internet access, technology support, cleaning and maintenance, pest control, access control, parking, and printing/copying.
- Coordinate with lessors or owners of facilities utilized for Downtown Vision operations and manage compliance with the associated contracts.
- Maintain an inventory of office supplies and amenities and procure replacements as needed.
- Facilitate the purchase of new computers and other equipment as instructed by senior staff.
- Maintain files related to Downtown Vision's office and facility management functions.

Qualifications

Required:

- Mission-driven individual with a passion for Downtown Vision's philanthropic mission to help Downtown Jacksonville grow and thrive.
- Bachelor's degree from an accredited university.
- Strong interpersonal skills with the ability to provide a welcoming first contact to DVI stakeholders in-person, by phone, or by email.
- Strong computer literacy, including the full Google suite (Gmail, Sheets, Slides etc.) and Microsoft Office Suite (Word, Excel, Powerpoint, etc)
- Energetic and creative with a strong team spirit.
- Able to think critically, handle multiple projects simultaneously, and meet performance deadlines in a sometimes fast-paced environment.
- Regular, predictive attendance in an office setting.
- Must be willing to work a flexible schedule, attending & working all DVI events.
- The ability to meet moderate physical demands, including lifting over 10 lbs.

Strongly Preferred:

- A minimum of four years of direct experience providing services substantially similar to the specific responsibilities of this position as described herein.
- Experience providing human resources, office management, business administration, and financial support services in a nonprofit setting.

Expected salary of \$60,000-\$79,000 annually, plus comprehensive benefits, commensurate with experience and education.

Qualified candidates should email a PDF cover letter, resume, and references to eric@dtjax.org. No phone calls, please. Downtown Vision, Inc. is an equal opportunity employer.