EXECUTIVE DIRECTOR
JOB DESCRIPTION

Application Deadline:

About the Northern Liberties Business Improvement District (NLBID)

The NLBID was formed in 2018 to cultivate and maintain a vibrant place to live, shop, and do business in Northern Liberties. This is accomplished through street cleaning, streetscape improvements, events, marketing, public safety initiatives and business recruitment. The NLBID works closely with community stakeholders, including property owners, business owners and employees, and residents, to identify areas for improvement and works with local, state, and federal elected officials to find opportunities to meet the need. To view our boundary map and learn more about our organization, please visit www.explorenorthernliberties.org.

About the Executive Director Position

The NLBID is a small non-profit with a large mission. Our work has a direct, often highly visible impact on our community. The ideal candidate should have a breadth of experience across disciplines such as events, marketing, capital projects, or constituent services and be prepared to be a leader in the community. The executive director will work closely with an active board of directors to set priorities and implementing the organization’s mission. They should be comfortable representing the BID in the media and in meetings with elected officials and other stakeholders.

The executive director will be expected to be available for some nights and weekends to oversee events or attend community meetings.

Primary Duties and Responsibilities (not limited to)

- Manage day-to-day operations of the organization including full fiduciary oversight
- Work closely with the board and committees; help recruit members
- Oversee cleaning and greening contractors and work closely with the cleaning crew
- Provide constituent services to property and business owners and residents within our boundaries
- Hire and manage one or more employees and delegate appropriate responsibilities
- Ensure payroll is submitted bi-weekly
- Serve as the primary representative of the organization
- Develop plans and strategies for economic development, marketing, and capital projects
- Evaluate qualified contractors and consultants and oversee their work
- Remain deeply connected to neighborhood activities and developments
- Work with City representatives on cultivating traffic and streetscape improvement plans
- Write and publish monthly and annual reports
- Maintain website, visual assets, and constituent communications in conjunction with consultants
- Continue to evolve and grow B2B and consumer-facing events that meet strategic goals and increase neighborhood brand loyalty
- Evaluate and measure program activities and develop action plans to improve them
- Seek funding opportunities to support and grow programs
**Professional Qualities**

- Strong leadership ability with coalition building skills
- Excellent written and verbal communicator
- Strategic thinker with strong planning capabilities
- Entrepreneurial, driven, and loyal
- Loves problem solving
- Possesses a positive “can do” attitude
- Can learn new technologies and processes easily

**Desired Knowledge Base**

- Non-profit management
- Budgeting and bookkeeping
- Grant writing, management, and close out
- Pitch and proposal writing
- General understanding of social media, public relations and marketing
- RFP process

**Desired Technical Knowledge**

- State grants and federal appropriations
- Microsoft Office, Google Suite including Ads and Analytics
- Adobe Creative Suite

**Desired Education and Experience**

- Bachelor’s degree or commensurate life experience in marketing, events, community planning, or economic development

**Compensation**

This is an exempt position with flexible hours. The expectation is for the ED to work primarily in the organization’s office in Northern Liberties.

The salary is $79,000 with a ten percent stipend for health care and retirement benefits. Ten days paid vacation days with ten paid holidays (if they fall on a regular workday).

**Other**

The NLBID is an Equal Opportunity Employer. The NLBID does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disability, or status as a veteran. Minority candidates are strongly encouraged to apply.

**Application Process**

Qualified applicants should submit the following materials as one PDF document:

- Cover Letter with phone and email address, and salary requirements
• Personal Resume
• Two (2) Personal References with name, email address and phone number for each
• Three (3) Work References with name, email address and phone number for each
• Two (2) brief (1 to 4 pages) samples of your writing (a grant application, an article, short report, press release, etc.).

Send materials electronically to ______________ with the words “NLBID ED Application” in the subject line.