

DIRECTOR OF ADMINISTRATION

WHO WE ARE

The DowntownDC BID is a private, nonprofit organization that provides capital improvements, resources, and research that keep the BID area clean, safe, economically and environmentally strong, and accessible. The DowntownDC BID is a catalyst, facilitator, and thought leader in diversifying the economy, promoting public/private partnerships, and enhancing the DowntownDC experience for all. This special district, where property owners have agreed to tax themselves to fund services, encompasses a 138-block area of approximately 520 properties from Massachusetts Avenue on the north to Constitution Avenue on the south, and from Louisiana Avenue on the east to 16th Street on the west.

POSITION SUMMARY

The BID is looking for a Director of Administration. Join us in making a lasting impact on the heart of the nation's capital through shaping vibrant public spaces that empower our diverse community, while enjoying the trust and autonomy from our leadership team. In this collaborative and team-oriented environment, you'll have the opportunity to drive meaningful change, engage with influential stakeholders, and elevate the downtown experience for all.

This role is critical to the success of the organization. The purpose of this position is to effectively direct all administrative functions in support of the Downtown BID's mission. Directs Human Resources for the BID and its subsidiaries, managing employment, compensation, employee relations, staff development, EEO/compliance, personnel policies, and procedures. Develops and manages all compensation and direct costs budgets, office staffing and support services, supplies and expenses, consulting contracts, MOUs, and corporate concerns. Liaisons with subtenants for office services.

RESPONSIBILITIES

- Develops, recommends, and implements all personnel policies and procedures; senior adviser to the COO on all personnel-related issues. Develops and/or approves all personnel forms, handbooks, and other written materials.
- Directs employment functions, including: recruitment, hiring, orientation, personnel recordkeeping, performance evaluations (data-driven/SMART goals/KPIs), and unemployment claims. Acts as liaison with external partners to include nonprofit job readiness providers consistent with organizational objectives.
- Oversees all functions related to compensation (corporate and frontline staff), including: position classification, job descriptions, benefits (employee insurance coverage, worker's comp, 401(k) administration, Metrochek, leave), timekeeping, and payroll processing. Manages health benefits trust fund for hourly employees.

- Ensures effective employee relations, including mediation and counseling, recognition programs, and appropriate disciplinary and termination actions. Serves as the organization’s EEO and compliance officer for all employment-related federal and local regulations; responsible for worker’s comp and unemployment claims, appeals, and defense.
- Evaluates staff development and training needs to prepare employees to carry out the BID’s mission effectively.
- Evaluates and creates direct-cost budget and manages office support functions, including subtenant services, reception/phones, mail distribution, office supplies and equipment, interns, temporaries, and general clerical support.
- Initiate and lead the establishment of a culture committee, including staff events, to organize and maintain an ongoing calendar of engaging and inclusive social activities, fostering team cohesion and a positive work environment.

REPORTING RELATIONSHIPS

- Reports to the COO. Supervises human resources, payroll, stakeholder engagement, and administrative personnel.

QUALIFICATIONS

- Minimum five to seven years’ experience in professional human resource and administrative management; nonprofit and/or service industry setting preferred.
- Demonstrated budgeting and organizational skills; superior written and verbal communication required.
- Flexible approach in considering both corporate and frontline/field staff with strong problem-solving skills required; hands-on leadership and a proactive approach are essential.
- Excellent professional judgment and ability to work autonomously to make decisions with little oversight. Outstanding level of discretion and professional maturity required. Ability to handle multiple priorities with high accuracy and attention to detail required.
- Bachelor’s degree in personnel management, business administration, organizational behavior, human resources, or related field required; additional education and/or certifications welcomed.

HOW TO APPLY

Applications must be received by Friday, September 8, 2023, to ensure maximum consideration. To apply, please email a copy of your resume and cover letter detailing your relevant experience to adminjob@downtowndc.org. Please send documents in PDF format and the email with the subject line “Candidate for Director of Administration - Your First Name and Last Name,” for example: Candidate Director of Administration - John Doe.

Submissions without requested items may not receive full consideration. References will be requested from candidates who receive further consideration. Due to the volume of applications we receive, we are

unable to respond to queries about application status and will only reach out to candidates we pursue further. Employment offers are conditional upon a successful criminal background check and screening for illegal substances.

BID EMPLOYMENT CONDITIONS

DowntownDC BID employees must have received or be willing to receive the COVID-19 vaccination by the date of the hire to be considered. Proof of vaccination is required.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

As an Affirmative Action/Equal Opportunity Employer, DowntownDC is committed to excellence through diversity. DowntownDC BID recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, gender identity, sexual orientation, disability, age, veteran status, and other protected status as required by applicable law. Please note that all new DowntownDC BID employees must have permission to work in the U.S.; therefore, employment eligibility verification is required.