



Executive Director

Position Overview

The Power Inn Alliance, a Property and Business Improvement District (PBID), is seeking a dynamic and experienced Executive Director to lead the organization in achieving its mission of fostering economic growth, promoting community engagement, and enhancing the overall quality of life in the Power Inn area. The Executive Director will be responsible for overseeing all aspects of the organization, including strategic planning, financial management, advocacy efforts, and day-to-day operations. The ideal candidate will possess strong leadership skills, a proven track record of success in nonprofit management, and a deep commitment to the Power Inn community.

Key Responsibilities

1. **Strategic Leadership:** Provide visionary leadership and direction to advance the mission and goals of the Power Inn Alliance. Develop and implement strategic plans to address the needs of the community and enhance the organization's impact.
2. **Board Management:** Work closely with the Board of Directors to set priorities, establish policies, and ensure effective governance. Facilitate board meetings, committees, and other related activities to support the organization's mission and objectives.
3. **Financial Management:** Oversee the organization's finances, including budgeting, forecasting, and financial reporting. Develop and implement strategies to secure funding from diverse sources, including grants, sponsorships, and memberships. Ensure compliance with all financial regulations and reporting requirements.
4. **Advocacy and Public Relations:** Serve as the primary advocate and spokesperson for the Power Inn Alliance. Build and maintain strong relationships with key stakeholders, including businesses, government agencies, community organizations, and the media. Represent the organization in public forums, meetings, and events to promote its interests and initiatives.
5. **Community Engagement:** Engage with residents, businesses, and other stakeholders to identify needs, priorities, and opportunities for collaboration. Develop and implement programs and initiatives that promote economic development, community revitalization, and civic engagement.
6. **Transportation and Safety Initiatives:** Lead efforts to improve transportation infrastructure and enhance safety measures within the Power Inn area. Collaborate with relevant stakeholders to address traffic congestion, pedestrian safety, and other transportation-related issues.

7. Team Leadership and Development: Recruit, manage, and develop a high-performing team to support the organization's mission and objectives. Foster a positive and inclusive work environment that encourages collaboration, creativity, and professional growth.

Duties & Tasks

1. Work with the Board of Directors to set forth a clear vision for the organization.
2. Continue implementation of current yearly strategic and operational plan, updating plans, including clear and concise (measurable) goals and objectives that are consistent with the Power Inn Alliance Property and Business Improvement District (PBID) and the organization's mission statement.
3. Pursue additional funding sources to augment the organization's revenues.
4. Serve as the organization's chief spokesperson and primary advocate, representing the organization with media, government agencies, associations, and public entities.
5. Facilitate consistent, informative communication and effective outreach to the organization's Board of Directors, property and business owners, government agencies, Alliance members, and other constituents.
6. Create awareness and build consensus for Alliance activities, programs, and services.
7. Set an example for other PBID's, business groups and neighborhood associations by exchanging ideas, attending meetings and events, and potentially hosting a community-wide symposium or conference regarding pertinent issues facing the organization.
8. Build coalitions by partnering with other PBIDs and organizations.
9. Build strong relationships through recruitment and retention of Alliance members.
10. Oversee the planning, coordination, implementation, and follow-up of Board and Committee meetings, task forces, presentations, and special events.
11. Manage a highly qualified staff to oversee the organization's programs and to accomplish the organization's objectives.
12. Oversee the organization and implementation of the organization's administrative, management, and financial systems and data. This will include the preparation of annual reports, budgets, and other important information with respect to the financial accounting of the organization.
13. Research, negotiate, monitor, and manage all contracts on behalf of the organization.
14. Any other tasks assigned by the Board of Directors relevant to achieving the objective and the purpose of the position.

Qualifications

- Bachelor's degree in business administration, public administration, urban planning, or a related field. Master's degree preferred.
- Minimum of 5 years of experience in nonprofit management, community development, or a related field. Experience working with business associations or economic development organizations is highly desirable.
- Strong leadership and management skills, with the ability to inspire and motivate staff, board members, and volunteers.
- Excellent communication skills, both verbal and written, with the ability to effectively represent the organization to diverse audiences.
- Demonstrated ability to develop and implement strategic plans, manage budgets, and achieve measurable results.
- Knowledge of local government processes, economic development principles, and community engagement strategies.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Compensation and Benefits

The Power Inn Alliance offers a generous compensation package — the salary will be commensurate with experience and competitive with local industry standards. The proposed salary range is \$110,000 - \$125,000, and the Executive Director is an exempt position. Benefits include:

- Personal time off (personal, vacation, sick);
- Medical insurance benefits (medical, dental and vision are available through several plan design options and the organization contributes 90% of the premiums) or allowance in lieu of taking benefits;
- Retirement contribution up to 3% of salary pursuant to the Employee Handbook;
- Vehicle allowance; and
- 11 paid holidays per year, and the office is closed the week between Christmas and New Year's Day.

Application Instructions

To apply for the Executive Director position, please submit a resume, cover letter, and salary requirements to applications@powerinn.org. Applications received by July 15 will be prioritized for the first round of interviews. Only candidates selected for an interview will be contacted. The Power Inn Alliance is an equal opportunity employer.

About Power Inn Alliance

Power Inn Alliance creates and strengthens the physical, business, and economic conditions of the Power Inn community. This is achieved through a collaborative approach to advocacy, beautification, civic partnership, security, transportation, marketing, and communication.

Power Inn Alliance is the property-based business improvement district (PBID), created in 2006 to “Advocate for business, transportation and community.” The district is in the southeastern quadrant of the city of Sacramento and is home to over 1,500 businesses which creates nearly 29,000 direct jobs and produces over \$3.8 billion in annual economic output. It serves as the city’s manufacturing core with over 33% of the city’s manufacturing base taking place in the 6.2-mile area. It is also home to the California Mobility Center, located in Depot Park.