



Job Title: Downtown Executive Director

Categories: Executive & Management; Human Services & Non-Profit

The Downtown Self Supported Municipal Improvement District (SSMID) Commission, in collaboration with the Economic Alliance, is seeking a new Executive Director. This new leader will be responsible for implementing the Downtown Vision Plan and executing other priorities of the Downtown (SSMID) Commission, including attraction, retention and expansion of downtown businesses, and effective communication with downtown stakeholders and about downtown activities.

The new Executive Director will be expected to execute the following:

- Executes district-specific community development initiatives within the framework of the Downtown Vision Plan, specifically including a plan to activate unused street level storefronts
- Sustains alignment with the City of Cedar Rapids on downtown priorities and serves as the primary liaison for coordination between the Downtown SSMID and the City
- Creates and guides a “Friends of Downtown” stakeholder group to extend interest and influence of leaders beyond the Downtown SSMID Commission
- Builds a process to solicit and accept contributions above and beyond Downtown SSMID funding to support downtown projects, including grant funding from state and federal sources
- Mentors and supervises the District Program Manager, ensuring program and operations priorities are being completed on time and in a high-quality manner
- Works collaboratively with internal and external stakeholders to develop and update strategic and tactical plans, with metrics, for the organization and other stakeholder groups
- Negotiates, administers and ensures compliance of vendor and supplier contracts on behalf of Downtown SSMID and other stakeholder entities, as well as the periodic MOU with the City of Cedar Rapids and any legal agreements related to downtown projects and activities
- Leads meetings and prep of meeting materials for the Downtown SSMID; also serves as the central coordinating force to keep various groups affiliated with Downtown (Downtown Parking Board, Community Development Innovation Council, etc.) aligned
- Prepares annual budgets and periodically reports on finances to the Downtown SSMID Commission in a clear, understandable and accountable way
- Ensures the Downtown SSMID’s adherence to public meetings and open records laws, as well as any requirements of the City of Cedar Rapids
- Communicates directly to city and county government(s), major sponsors, other District governing bodies, and other stakeholders on both successes and priority needs
- Oversees development of and adherence to strategic communications plan, including Downtown’s branding and marketing strategies and social media plan
- Coordinates media relations for downtown-related issues
- Collaborates up, down, and across the Economic Alliance to leverage all organizational resources

The Executive Director position will be most successful with the following qualifications:

- Demonstrates ability to lead organizational and community / neighborhood / district transformation
- Builds strong working relationships with internal and/or external stakeholders
- Anticipates and plans for future opportunities or threats that may impact the organization's strategic direction
- Champions collaboration over competition
- Has professional curiosity about downtown businesses, stakeholders, best practices in other thriving districts and the general practice of downtown development
- Clearly communicates the organization's vision, mission, and business objectives, both internally and externally with excellent writing and verbal communication skills
- Has industry-wide perspective and broad knowledge of the disciplines most important to downtown district development
- Monitors and creates an environment of accountability for and adherence to project plans or timetables
- Demonstrates ability to maintain confidential information
- Bachelor's degree, preferably in a field similar or relevant to downtown district management, economic development, community development or urban planning
- Six or more years of senior level experience in community development, downtown development, economic development or highly related or relevant fields; consideration for master's degree in related field to equate to part of that experience
- Specific experience in district development, communications or business preferred; may also include leadership roles in volunteer initiatives and non-profits as applicable experience

Application Instructions:

Email cover letter, resume, and references to jmead@theoverturegroup.com

Direct inquiries should contact Jaime Mead - Recruiting Talent Manager - The Overture Group
jmead@theoverturegroup.com

Comprehensive background check required.

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