October 21, 2026

NASHVILLE, TENNESSEE

Midtown Business Improvement District

Request for Proposal: *Interim Executive Director*

OPPORTUNITY

The newly established Midtown Business Improvement District (MBID) in Nashville, Tennessee, is seeking an Interim Executive Director to lead the organization through its inaugural start-up period.

BACKGROUND

The Midtown Business Improvement District (MBID) is organized as a 501(c)(6) nonprofit organization, established by the community, for the community. The enabling legislation was passed by Metro Council on December 16, 2025. The MBID's inaugural Board was elected in March 2026 and confirmed by Metro Council in spring 2026. The first Board meeting was held in June 2026. The FY27 Budget was approved by Metro Council on September 15, 2026.

MBID Boundary & Footprint

The MBID's geographic area spans 82 acres and includes 30,500 linear feet of public sidewalks. It covers three live entertainment corridors in a densely developed, mixed-use commercial and residential area of the city.

The MBID is directly adjacent to the downtown Nashville BID and is the first urban improvement district to be developed outside of downtown. It stretches west to Vanderbilt University and is influenced by the academic calendar. Belmont University is located just south of the MBID. The boundary encompasses 11 apartment high-rises, 10 hotels, 3 condominium high-rises, 3 office towers, one public urban park, grocery and retail stores, cafés, coffee houses, and an array of bars and restaurants.

MBID FY27 Budget

$1,539,089

SCOPE OF SERVICES

The scope of services for an Interim Executive Director is based on the needs identified by the Board. While not fully prescriptive, the Interim ED would lead the organization through its start-up phase and be responsible for managing the MBID's day-to-day operations. Specific areas of responsibility would include, but are not limited to:

- Establish administrative and organizational functions and processes, including a chart of accounts, bookkeeping, accounting firm engagement, D&O insurance, etc.
- Oversee the Clean, Safe & Hospitality contract and work in conjunction with the Clean, Safe & Hospitality team to successfully launch services, ensuring operational readiness and that deliverables are achieved.
- Collaborate with Metro departments.
- Work with the Clean, Safe & Hospitality team to develop a comprehensive training program for ambassadors.
- Coordinate a launch PR/awareness event for the community.
- Source a marketing and design firm to develop the MBID's brand essence and standards in conjunction with the Board, key community stakeholders, and property owners.
- Build a database of property owners (commercial and residential), residential tenants, commercial tenants, key stakeholders, government officials, and elected officials.
- Develop a 2027 Work Plan for the organization.
- Work in collaboration with the Nominations Committee to develop a pool of candidates for the March 2027 Board election.
- Plan and execute the MBID Annual Meeting and Board election to be held in March 2027.
- Work with the Board Treasurer and Budget & Finance Committee to develop the FY28 Budget for submission to Metro Council by April 1, 2027.
- Attend monthly Board meetings (December 2026–March 2027) in person. Meetings are held on the first Wednesday of each month.
- Source a search firm specializing in placemaking and BIDs and serve on the Search Committee for a full-time, permanent Executive Director.
- Upon hiring, train the new Executive Director and ensure smooth onboarding and a successful transition.

Term of Engagement

4–6 months, averaging 30+ hours per week. This may be adjusted based on organizational needs and capacity.

Monthly Retainer Range

$7,000–$10,000 per month

Commensurate with qualifications and final scope of services.

HOW TO APPLY

- The Board is accepting proposals through **October 28, 2026.**
- Please provide a complete proposal that includes your qualifications, BID and/or related experience, experience working with 501(c)(6) nonprofit organizations, availability, ability to work on-site in Nashville, and proposed monthly fees. Any other relevant information is welcome.
- Please email your proposal to Donovan Sheffield, Board Member, at **hello@MBIDnashville.com**, and copy Lisa Haller, Board Chair, at **lisasusanhaller@yahoo.com**.

Selection Timeline & Start Date

- Finalists will be invited to present at the MBID Board meeting on Wednesday, November 4, 2026, from 4:00–5:45 p.m.
- Selection is expected in mid-November 2026.
- Start date: Early December 2026.

Learn More About Us!

To learn more about Nashville and its thriving business community, music, culture, entertainment, and vibrant Midtown neighborhood, we invite you to visit:

https://mbidnashville.com

https://nashvillechamber.com/

https://www.visitmusiccity.com/

Thank you for your interest in Nashville Midtown!