



Job Description: Executive Director, Business Improvement District (BID)

The Executive Director is responsible for the overall leadership and management of the Business Improvement District (BID). The Executive Director will work closely with the BID Board of Directors to develop and implement strategies to enhance the BID district's economic vitality and overall quality of life.

Key Responsibilities:

- Develop and implement a strategic plan for the BID, including setting goals and objectives, identifying priorities, and allocating resources.
- Lead the development and execution of programs and initiatives that promote economic growth, clean and safe streets, and community engagement in the BID district.
- Foster strong relationships with key stakeholders, including local businesses, community organizations, government agencies, and other partners.
- Collaborate with the BID Board of Directors to identify and secure funding for BID programs and initiatives.
- Oversee the day-to-day operations of the BID, including financial management, human resources, and administration.
- Act as the primary spokesperson for the BID, representing the organization to the media, public, and other stakeholders.
- Develop ongoing marketing and promotional activities to promote the businesses.
- Ensure and work with our accountant on preparing the UPCA annual budget and other required financial documents to ensure accountability and provide financial information and supporting data to the Board of Directors for its annual budget review process.

Qualifications:

- A minimum of 2 years of relevant experience in leadership and management, with a bachelor's degree in a relevant field, preferably in the non-profit or public sector. Or a minimum of 5 years of relevant experience in leadership and management.
- Strong strategic planning and financial management skills.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Demonstrated experience in community development, economic development, or a related field.
- Proficiency with Microsoft Office and other relevant software.
- Demonstrated commitment to diversity, equity, and inclusion with a familiarity with North Long Beach.
- Proficiency in a second language is helpful.

Please email your resume to UptownPBID@gmail.com.