



Downtown Springdale Alliance Executive Director Job Description

The Downtown Springdale Alliance (DSA) is currently searching for an energetic social entrepreneur to serve as its Executive Director. This position is tasked to provide creative leadership, vision and management to support continued development and vibrancy of both Downtown Springdale and the organization, advance Downtown initiatives, craft the overall Downtown experience, as well as generate and lead implementation of transformative ideas for the district.

Experience in successful urban design and management and economic development is desired. Budgeting and finance, advocacy, demonstrated effective collaboration with diverse stakeholders, media relations, event production management and knowledge/practice of multi-faceted marketing strategies are required. Outstanding written and interpersonal communication skills--including strong public speaking capabilities--are also required.

Essential Duties and Responsibilities:

The primary function of the Executive Director is to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives; to implement the strategic goals and objectives of the organization; supervise and guide staff; and with the Board President, enable the Board to fulfill its governance function.

Job Functions:

Board Administration and Support – Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff; work with Board to balance organizational capacity to support the needs of the community and stakeholders in a sustainable way.

Strategic Planning – Leads the development of current and long-term organizational goals and objectives, as well as develops and implements the policies and procedures for DSA operations; implements actions and establishes milestones upon which DSA actions can be measured; identifies and establishes ways to further the reach and impact of the organization.

Carry Out Urban Planning Projects – Takes leadership role in the implementation of the Downtown Master Plan's infrastructure improvement vision by pushing for and providing project management for urban development projects; includes oversight of DSA-initiated design and construction projects including but not limited to building façade improvements, small and large-scale public facilities and open space in Downtown.

Revenue Development – Provides strategic guidance and support for staff and board of directors to ensure revenue generating strategies are implemented and on track to provide the organization with the resources necessary for success.

Downtown Economic Development – Works in collaboration with Springdale Chamber of Commerce and City of Springdale to plan and implement economic development strategies that strengthen, attract and expand business opportunities within the geographic boundaries of Downtown Springdale.

Organizational Programs, Products and Service Delivery – Oversees the design, marketing, promotion, delivery and quality of all DSA programs, products and services; provides guidance in the oversight of the Public Events Committee responsible for review, approval and support of all events and activities produced by other organizations in Downtown public spaces.

Marketing and Public Relations – Assures the organization and its mission, programs, products and services are consistently presented in strong, positive images to relevant stakeholders and the broader public by providing direct guidance and support to responsible staff. Officially represents DSA for all media interviews, public appearances and speaking engagements, unless otherwise delegated.

Financial and General Administration – Develops and manages the organization's budget and works directly with an external bookkeeper to track revenue and expenses, as well as generate monthly and year-end financial reports; directs the forecast of funds needed for staffing, equipment materials and supplies; directs the monitoring of and approval of expenditures; ensures the organization is in compliance with all federal, state and local law.

Human Resource Management – Handles all aspects of human resource management, including hiring and termination, development of position descriptions, setting compensation, applying board approved employee policies and benefits in accordance with federal and state requirements; directly supervises, coaches and evaluates all staff.

Requirements:

- Bachelor's degree or higher from an accredited institution
- A minimum of five years of nonprofit management experience
- A minimum of five years of experience with direct supervision of employees
- Knowledge of non-profit organization management; specific knowledge of and experience in Northwest Arkansas preferred
- Computer proficiency expected in: word processing, simple accounting, databases, spreadsheets, e-mail, Internet

Personal characteristics:

- Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive and diplomatic working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities from an entrepreneurial perspective.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear, informed decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, adhere to a consistent work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Solve Problems: Assume personal responsibility for assessing problem situations, identifying causes, gathering and processing relevant information, generating possible solutions, and making recommendations to resolve problems.

Please provide cover letter, resume and three professional references by **August 20, 2018** to:

Kelly Syer
Downtown Springdale Alliance
110 W Emma Ave
Springdale, AR 72764
kelly@downtownspringdale.org

Application for this position without inclusion of all of these components is incomplete and will not be considered.

ABOUT DOWNTOWN SPRINGDALE ALLIANCE

The Downtown Springdale Alliance is the go-to resource for development, knowledge and programming for Downtown. It was founded by a group of dedicated advocates to manage projects such as the Razorback Regional Greenway in downtown and the Downtown Master Plan. It is now a full-service professional downtown organization focused on cultivating and curating the overall downtown experience.

DSA is a highly collaborative organization, partnering closely with the City of Springdale, Springdale Chamber of Commerce, an array of other nonprofit organizations, downtown property owners and downtown businesses.