

Job Description

Title: Executive Director

Pay Range: \$61,800 - \$82,400/annum

FLSA Status: Exempt

Reports to: DSA Board of Directors

Date: February 2010

Website Link: www.downtownstockton.org

Submit resume to: Steve.stevnson@bankbac.com

Job Summary: The Executive Director provides leadership for the activities of the organization to obtain optimum efficiency and economy of operations and to advance the mission, goals and objectives of the Downtown Stockton Alliance.

General Duties and Responsibilities:

- Develop goals, objectives and a budget for services and programs to serve downtown businesses and property owners
- Organize and manage the daily operations of the Alliance and staff
- Oversee implementation of the annual Alliance Action Plan, as developed by the board of directors
- Represent downtown businesses' and property owners' interests to the public, governmental agencies and other organizations, as prioritized in the Action Plan
- Organize an annual Downtown Business Summit (State of the Downtown)

Specific Responsibilities:

- Develop, implement and manage annual Budget,-including sponsorship program
Expectation: Operating budgets are cost effective, accurate and delivered on time.
- Strategic planning, goal setting and development of Annual Action Plans for all direct reports.
Expectation: Organization operates at peak productivity and profitability.
- Oversee Alliance administration and accounting, including banking, Quick Books, monthly financial reports, year-end tax filings, Incentive Plans and administration of company 401k Plan
Expectation: Fiscal operations are accurate, open and timely. Operations are compliant with all board-approved internal procedures, as well as within legal boundaries of all current local, state and federal employment guidelines. Ongoing employee training is developed, provided, and documented to remain within legal boundaries at all times and ensure that safety is "job one".

- Assume lead staff role as policy advocate and key contact for communication with Alliance Board of Directors, Executive Committee, City Council, City Staff, County Board of Supervisors, Hospitality Resource Panel, Police Department, the general public and other organizations through monthly meetings, public speaking and writing
Expectation: Communication efforts are professional, positive and productive in advancing the DSA mission and public policies.
- Represent downtown interests through leadership roles on committees and boards, as prioritized in Action Plan
Expectation: Efforts are meaningful, professional and productive. Represent the DSA on the Downtown Action Team and its subcommittees.
- Oversee publication of *The Downtowner* and other marketing materials and publications promoting downtown Stockton
Expectation: Products are effective, innovative, professional and delivered within approved budget guidelines.
- Direct development and growth of DSA programs and events to support goals, as prioritized in Action Plan
Expectation: Programs and events are creative, professional and productive.
- Conduct ongoing outreach to downtown businesses, property owners and other stakeholders
Expectation: Membership shall be kept updated on critical issues facing the downtown, with timely feedback from property owners regarding their needs and concerns
- Conduct outreach to Greater Stockton, Manteca, Modesto, Tracy, Lodi, and the Bay Area to bring new businesses and investors to the Downtown
Expectation: Bring an awareness of Downtown Stockton to the larger community

Knowledge, Skills, and Abilities:

- Knowledge of modern principles and practices of personnel management, human resources, administration, basic accounting, economic development, small business development, marketing, and event planning
- Knowledge of modern business communication, including letters, memoranda, minutes, reports and e-mail
- Knowledge of written communication techniques
- Experience with Downtown Associations or Property Based Improvement Districts (PBIDS)
- Skill in public speaking and verbal communication techniques
- Skill to use a personal computer and various software packages, including word processing, spread sheets, publications, design and power point
- Ability to establish priorities, work independently, complete objectives, motivate personnel and lead by example

Credentials and Experience:

- Bachelor's Degree from an accredited college
- Five years related experience, or
- Equivalent combination of education and experience.

Physical Requirements & Working Conditions:

- Work involves sitting, occasional walking and lifting up to 10 pounds
- Requires close visual acuity
- Normal office environment
- Occasional travel
- Occasional hours outside of the normal 8am – 5pm are required