



**DOWNTOWN**  
**SANTA BARBARA**

Dedicated to the promotion and enhancement of the business, cultural, community and environmental vitality of downtown Santa Barbara.



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(805) 962-2098 [info@DowntownSB.org](mailto:info@DowntownSB.org) [www.DowntownSB.org](http://www.DowntownSB.org)

## **Position:** Executive Director, Downtown Santa Barbara

### **The Organization**

The Santa Barbara Downtown Organization is a non-profit organization whose mission is to develop, maintain and enhance the positive business and cultural activity in the city's downtown core. Formed as a business improvement district in 1967, the organization works to support the needs of businesses, professionals and property owners through operational, promotional and event programming encompassing dining, entertainment, the arts, historical sites and destination planning.

### **Job Description**

The Executive Director is responsible for the overall operations, financial management and development efforts of the organization.

Working with a staff of 3 full-time employees, an Executive Committee and Board of Directors, standing committees and an engaged membership, the Executive Director develops, leads and implements programs and strategies that meet the mission of the Organization.

### **Responsibilities**

- Manage, supervise and lead the day-to-day operations, services, programs and employees
- Oversee a professional service and program-based marketing and promotion function that successfully and effectively brands, markets and promotes the downtown Santa Barbara experience to locals, visitors and membership
- Prepare, implement and track the annual and future operating budgets; prepare and present operating results, analysis and administrative reports
- Develop funding sources and strategies for current and long-term financial stability and revenue growth
- Represent and lead the Organization toward cultivating and expanding relationships with corporate, community, government and institutional partners to carry out the Organization's mission
- Manage, evaluate and report on downtown issues regarding maintenance, parking and transportation, and capital improvements
- Report to Executive Committee, the Board, committees and membership toward meeting the mission of the Organization

## **Qualifications**

Demonstrated education and/or successful professional experience to indicate:

- Strong communication skills- speaking, writing, listening and responding
- Demonstrated and proven track record of leadership that effectively builds consensus among complex and diverse private and public stakeholders
- Demonstrated success in non-profit fundraising or corporate development
- Ability to develop, articulate and implement a vision
- Experience in developing, maintaining and presenting organizational and financial reports
- Supervisorial experience in leading and empowering a staff, Board, and organization members; effective coaching and problem solving skills
- Proficiency with social media platforms
- Creative thinker with the ability to search out solutions, present and facilitate effective resolutions
- Ability to effectively engage a diversity of interests, cultures, people and businesses; able to effectively manage competing internal and external interests

## **Position, Salary and Benefits**

This position is a FULL-TIME, EXEMPT position, reporting directly to the Board President and Executive Committee, and serves at the pleasure of the Board of Directors. Salary and benefits are negotiable and will be dependent on experience and qualifications. Position will include significant incentives for fundraising development in addition to salary.

The Organization seeks to hire the most qualified person, regardless of that individual's race, gender, religion, national origin, age, handicap, or sexual orientation.

## **Application Process**

It is important that your application package show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for this position.

Please submit a cover letter addressing your qualifications, a resume of past employment history including salary history, and at least three professional references to: [DSB.EDsearch@gmail.com](mailto:DSB.EDsearch@gmail.com) .

Application cut-off is 5 p.m. Tuesday, July 31, 2018. Qualified candidates will be contacted for interviews.

Point of contact for further information is Mike Jordan, DSB-ED Search Committee, (805) 881-3314 or [DSB.EDsearch@gmail.com](mailto:DSB.EDsearch@gmail.com) .