



CARMICHAEL

IMPROVEMENT DISTRICT

The Carmichael Improvement District is searching for an Executive Director. If you are an independent, organized thinker, enthusiastic with a passion to make a difference, enjoy meeting people and developing relationships, and have a knack for business and financials, this position may be for you.

Position: Executive Director, Carmichael Improvement District

The Organization

The Carmichael Improvement District is a non-profit organization whose mission is leading the transformation of Carmichael, CA into a prosperous, engaged, and desirable community. Formed as a property and business improvement district in 2016, the organization works to support the needs of business and property owners through operational and promotional programming encompassing the central core of Carmichael, an established and stable suburb in Sacramento county.

Job Description

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

Working with an Executive Committee and Board of Directors, standing committees and an engaged community of stakeholders, the Executive Director directs contract service delivery while developing, leading and implementing programs and strategies that achieve the mission of the Organization.

Responsibilities

- Manage, evaluate and lead the day-to-day operations, services, programs.
- Cultivate relationships with the owner community which enhance mutual success, identify and connect resources, and contribute to the District.
- Oversee contract clean and safe professional service delivery and support a place branding initiative just underway to position Carmichael for greater success.
- Manage, evaluate, correct and report on service area issues regarding maintenance, development and transportation, and property improvements
- Represent and lead the Organization toward cultivating and expanding relationships with corporate, community, government and institutional partners to carry out the Organization's mission

- Develop non-assessment funding sources, in-kind support and strategies for current and long-term financial stability and revenue growth

Qualifications

Demonstrated education and/or successful professional experience to indicate:

- Strong communication skills- speaking, writing, listening and responding.
- Creative thinker with the ability to search out solutions, present and facilitate effective progress for all concerned.
- Demonstrated and proven track record of leadership that effectively builds consensus among complex and diverse private and public stakeholders.
- Ability to develop, articulate, win support while implementing a full and robust vision
- Experience in developing, maintaining and presenting organizational and financial reports where data is compiled, evaluated, and widely understood.
- Experience in leading and empowering a Board and organization volunteers; supporting their work through effective coaching and problem-solving skills
- Ability to effectively engage a diversity of interests, cultures, people and businesses; able to effectively manage competing internal and external interests
- Prepare, implement and track the annual and future operating budgets; prepare and present operating results, analysis and administrative reports
- Proficiency with social media platforms, web CMS maintenance, and portal tools
- Demonstrated success in non-profit fundraising and/or civic events would be a plus

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.

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 against our requirements, a resume of past employment history and at least three professional references to: CID.EDsearch@gmail.com.

Application cut-off is **5 p.m. Thursday, February 14, 2019**. Qualified candidates will be contacted for interviews.

Useful detail and background on the District may be found on its website at www.carmichaelid.org.