

COMPANY The Carmichael Improvement District
LOCATION Carmichael, CA
JOB TITLE General Manager
REPORTS TO Board of Directors



To apply for this position please send resume, 3 references, and cover letter to:
cidhiring2023@gmail.com.

General Manager, Carmichael Improvement District

The Carmichael Improvement District (CID), a non-profit mutual-benefit Property and Business Improvement District with a mission to lead the transformation of Carmichael into a more prosperous and desirable community, is hiring for its General Manager.

POSITION OVERVIEW

The CID's core purposes are to deliver "Safe and Clean" services, encourage positive changes in our streetscape and area image, and foster economic prosperity within central Carmichael. The CID seeks to fill the position of General Manager. The General Manager is responsible for the day-to-day business and operations of the organization. Working at the direction of the CID board of directors, the General Manager leads, oversees, and facilitates the objectives identified by the board and its vision and mission statement.

COMPENSATION

This is a full time, at-will, FLSA-exempt employment opportunity.

Salary:

- The position salary range is \$65,000 - \$85,000.

Benefits include:

- Dedicated mobile phone
- Vacation starts at 2 weeks/year and increases over time, plus holidays
- Sick leave is 5 days/year
- Health Insurance Stipend \$600/month

JOB DESCRIPTION

Primary duties include:

- Executing the day-to-day operations operations of the CID
- Overseeing contract vendors
- Stakeholder outreach, messaging and relationship-building
- Assisting the board with setting and completing district projects and goals
- Liaison with local government bodies and utilities
- Executing short and long term development projects
- Maintaining property and business owner databases
- Managing the budget and monitoring the financials of the district
- Tracking and writing grant applications
- Thorough understanding of the Brown Act and use of public funds

Necessary candidate qualities:

- Minimum of a bachelor's degree
- Practical understanding of managing as an effective fiduciary within not-for-profits
- Minimum one year of experience working in community development, place management or organizations similar to PBIDs
- Excellent organizational skills, detail-oriented
- Strong skills in MS Office, Google Suite, newsletter and basic design software
- Excellent written and verbal communication skills

Ideal candidate qualities:

- Experience and understanding of the grant application process
- Strong critical thinking and analytical ability
- Relationship-builder comfortable speaking with property owners, law enforcement, and government officials
- Understanding of what results look like and confident ability to rally a group of stakeholders to relentlessly attain those results

ABOUT CARMICHAEL AND THE CARMICHAEL IMPROVEMENT DISTRICT

<https://www.discovercarmichael.com/>

Central Carmichael, an unincorporated area of suburban Sacramento County, is a stable, accessible, well-positioned, and emerging environment in a California county of 1.5 million residents and growing. Our service area features over 800 merchants (service, retail, restaurant, education, apartment, recreation), over 300 property owners (500 parcels) and encompasses approximately five hundred twenty five acres.

With the help of private-public investment, our community is in the midst of a renaissance. Key improvements to critical infrastructure, including streetscape and transportation are revitalizing Carmichael's core.

The Carmichael Improvement District (CID) is a property and business improvement district (PBID) formed in 2016. The organization's mission is to support the needs of property owners and businesses in the central core of Carmichael. The current priorities are to create and maintain a safe, clean and thriving central business district.