Job Announcement

San Leandro Improvement Association/Downtown San Leandro CBD

Executive Director (Full Time)

San Leandro, California

Position Summary

The San Leandro Improvement Association (SLIA) is seeking a dynamic, results-oriented leader to serve as its Executive Director. As chief executive of a non-profit organization with an annual budget of $1 million, this pivotal role involves maintaining successful existing programs and relationships while actively seeking new opportunities to advance the organization's mission of fostering a clean, safe, and vibrant downtown San Leandro.

The Executive Director will be instrumental in ensuring compliance with the San Leandro Community Benefit District Management Plan and Disbursement Agreement, and in developing and implementing strategies aligned with the management plan and Board of Directors' goals. The ideal candidate will demonstrate a proven track record in resource leveraging, effective stakeholder engagement within a diverse community, and comprehensive oversight of non-profit organizational operations. The ability to work closely with various departments at the City of San Leandro and an understanding of the San Leandro community is essential.

About the Downtown San Leandro CBD

The San Leandro Improvement Association (SLIA) is a public benefit corporation responsible for administering the Downtown San Leandro Community Benefit Improvement District (CBD). Services funded by the CBD include maintaining cleanliness and order in public rights-of-way, enhancing district identity both online and in public spaces through improved amenities and special events, fulfilling the corporation's administrative needs, and advocating for property owners, business owners, and residents within the area. In addition to property assessments, the CBD has significant contracts with the City of San Leandro for supplemental safety services and coordination of the annual Cherry Festival and receives various grants and sponsorships for special events and projects within the district. For more information, visit www.downtownsanleandro.com.

Key Responsibilities

Administration

- Oversee daily operations as an effective business entity, including fiscal and budgetary controls, strategic planning, and marketing.
- Supervise staff, including one full-time administrative assistant and one part-time remote social media.
- Manage the Ambassador Services Program through our contractor; this is the cornerstone program of the organization; there is an onsite operations manager that provides direct supervision to the ambassadors.
- Oversee monthly special events to engage community members and encourage them to visit downtown. Direct staff to ensure all necessary permit applications, status reports, vendor identification, budget adherence, logistics, volunteer recruitment and supervision, and event marketing. The Executive Director is also responsible for securing event sponsorships.
- Ensure compliance of meetings with the Ralph M. Brown Act and City of San Leandro open meeting provisions.

Finance

- Manage fiscal and budgetary controls including bookkeeping and financial reporting.
- Seek opportunities for additional revenue streams, including grants, sponsorships, and service contracts.

Advocacy

- Advocate on behalf of downtown property owners, business owners, and residents.
- Work effectively with and facilitate relationships with City of San Leandro officials and staff, including police and public works.
- Represent the district ethically and with integrity.

Stakeholder Engagement and Communication

- Seek to understand and connect with culturally diverse property owners, merchants, community members, and visitors.
- Actively engage with board members, City representatives, partnering organizations, and funders.

Qualifications

- Minimum of 5 years of senior management experience with proven track record of leading projects.
- Experience working with public benefit, non-profit corporation Board of Directors.
- General understanding of assessment district law, Proposition 218 special benefit requirements, and workings of a district management corporation.
- Experience managing finance and light accounting for an organization, proficiency with Quickbooks a plus.
- Proficient computer skills, including email, document management and database management.
- Demonstrated experience in identifying and pursuing a variety of revenue streams.
- Ability to supervise employees and a basic understanding of human resources and personnel issues.
- Excellent communication skills, both verbal and written, with stakeholders, including property owners, business owners, and residents.
- Knowledge of the City of San Leandro, its City Council, and the downtown area is preferred.
- Demonstrated proficiency working with culturally diverse communities.
- Bilingual in Cantonese, Mandarin, Vietnamese, or Spanish is a plus.
- Action-oriented, adaptable, and innovative approach to community building and business planning.

Work Schedule and Structure

- This is a full-time position working on-site in San Leandro.
- Working some weekends and evenings are required for events and presentations.
- Working remotely occasionally is allowed.
- This position reports to a volunteer Board of Directors.

Salary and Benefits

- Salary: $95,000 - $125,000 depending upon experience.
- Benefits:

- Subsidized health and dental insurance; exact employee contributions vary by plan selection and will be discussed during the hiring process.
- 3% SimpleIRA match.
- Paid time off (PTO) is accrued at 3.08 hours per pay period (bi-weekly) and increases with tenure, Sick Time is accrued at 3.08 hours per pay period, and we observe 10 paid company holidays, including:

New Year's Day	Memorial Day	Thanksgiving
President's Day	Independence Day	Christmas
Martin Luther King Jr. Day	Labor Day	
Cesar Chavez Day	Veterans Day	

To Apply

The San Leandro Improvement Association is an Equal Opportunity Employer. Send resume and cover letter to SLIAExecDir@downtownsanleandro.com. Our team is actively reviewing submissions. Strong candidates are encouraged to apply right away, as we plan to move forward with interviews as soon as a qualified pool is identified.