



THE RIVER DISTRICT

OPPORTUNITY PROFILE THE RIVER DISTRICT – EXECUTIVE DIRECTOR

The vision for The River District is to create a vibrant, mixed-use urban community with an eclectic mix of residential and commercial land uses topped off with riverfront views and a variety of parks, plazas and open space.

ORGANIZATIONAL OVERVIEW

The River District is a private, non-profit organization [501(c)(6)] dedicated to managing and promoting programs designed to strengthen the economic well being, improve the physical environment and enhance the image of the district. The River District brings public and private sector partners together to enhance the area's business and development and assumes leadership for advocacy around issues that impact the district such as economic development, planning, transportation, community resources, and various other public and private initiatives.

Located north of downtown Sacramento and southeast of the confluence of the Sacramento and American rivers, the River District boundaries encompass a land area of 830-acres. The organization manages a Property & Business Improvement District (PBID) that provides services and programs specifically benefitting the properties within the PBID boundaries.

The organization is managed by a volunteer Board of Directors consisting of River District property owners, employers, businesses and public agency representatives.

JOB OVERVIEW

The River District is seeking an experienced leader to serve as Executive Director with responsibility for the development, execution and management of the policies, programs and initiatives of The River District as directed by its Board of Directors in its mission to facilitate the vision, long-term development and economic vitality of the district. The Executive Director is accountable for the overall operations, administration, financial management, and development efforts of the organization.

DUTIES AND RESPONSIBILITIES

- Management responsibility for all activities and services of The River District organization and PBID
- Direct and facilitate the formulation and administration of the organization's philosophy, mission and vision; oversee the organization's annual business plans and long-term strategic plans
- Serve as advocate, on behalf of the organization, to ensure implementation of public and private programs/projects will have a desirable outcome for The River District
- Develop and maintain effective working relationships with government, community and corporate partners including local government officials
- Maintain partnerships with other PBIDs
- Work with River District property owners and businesses to encourage engagement in district matters
- Fulfill requirements of The River District PBID Management Plan
- Serve as the organization's primary external contact and spokesperson including interaction with the media, government/public entities, community organizations, businesses and others as necessary and appropriate
- Develop programs and initiatives designed to encourage improvements and investment in the River District
- Plan, organize and execute Board of Directors and other organization meetings with follow-up as necessary
- Oversee the organization's administrative and management systems and data
- Fulfill all reporting obligations
- Oversee the organization's general finances; ensure fiscal responsibility and security
- Research, negotiate and administer all contracts on behalf of the organization



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KNOWLEDGE AND SKILLS

- Experience working with a non-profit Board of Directors or similar governing bodies
- Government and public policy development and implementation
- Urban land use planning, transportation, parking and economic development principles
- Principles and practices of Property & Business Improvement Districts
- Principles and practices of urban public space safety and maintenance programs
- Ability to engage diverse interests, cultures, people and businesses and effectively manage internal and external interests
- Ability to establish and maintain effective working relationships with stakeholders, colleagues, public officials, government agency staff, private organizations and the general public
- Ability to develop short and long-term plans and programs and to evaluate accomplishments
- Ability to communicate ideas clearly and concisely both verbally and in writing
- Strong business communication skills; experience with public relations, public speaking, marketing, communications, public outreach and electronic communications
- Grant writing and administration
- Planning, organizing and managing special events
- Familiar with HUD Continuum of Care and local social services programs and the impact of homelessness in the community
- Demonstrated experience with contract administration
- Possess in-depth knowledge of financial practices with experience in developing and managing operating budgets
- Computer applications using a variety of software including Word, Excel, PowerPoint and QuickBooks
- Strong administration skills to facilitate the overall day-to-day operation of the organization

PERSONAL ATTRIBUTES

Integrity	Organized	Diplomatic
Trustworthy	Work independently	Creative thinker
Leadership	Consensus builder	Exuberant/energetic
Professional	Problem analysis/resolution	Attention to detail

QUALIFICATIONS, EDUCATION, EXPERIENCE

- Combination of education and experience that provides the required knowledge, skills and ability to execute the demands of the position such as:
- Bachelor’s degree from an accredited college or university with major course work in business or public administration, community development, economic development or other related fields
- Prior senior level position in business or public administration, community development, economic development, urban land use/planning/design, non-profit management or other related fields
- Prior experience with Property & Business Improvement District management
- Business management experience including administration and financial oversight



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POSITION/WORK CONDITIONS

- The Executive Director reports to the Board President and serves at the direction and pleasure of the Board of Directors
 - This is a full-time position and requires occasional morning, evening and possible weekend work; the position may require work in excess of 40 hours per week
 - Travel is primarily local during the business day but out-of-area and overnight travel is occasionally required for meetings and conferences
 - Use of personal vehicle is required for local travel
 - Ability to communicate orally with members, stakeholders and others critical in accomplishing the goals for The River District
 - Ability to work and function in an office environment
 - Physical ability to sit for extended periods of time for computer and other seated work responsibilities;
 - Ability to utilize hands and fingers to operate keyboard, mouse and other devices and objects
 - Physical ability to participate in meetings, presentations and other work related activities
 - Physical ability to lift up to 20 lbs.
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COMPENSATION

The Executive Director is an exempt position. The River District offers a generous compensation package—salary will be commensurate with experience and competitive with local industry standards. Benefits include personal time off (personal, vacation, sick), medical insurance allowance, retirement contribution, vehicle allowance, and 12 paid holidays per year

APPLICATION PROCESS

Please submit cover letter, resume, references and attached application in confidence to info@riverdistrict.net or to The River District, PO Box 630, Sacramento, CA 95812.

Questions or other inquiries may be directed to info@riverdistrict.net

The River District is experiencing dynamic growth. For more information visit www.RiverDistrict.net



THE RIVER DISTRICT

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date of Application _____

Name _____
(First, Middle, Last)

Address _____

Number of years at this address _____

Prior Address _____

Telephone _____

Email _____

How did you learn about this position? _____

Position Desired _____

Available Start Date _____ Expected Salary _____

Are you currently employed? _____

EDUCATION

	Name and Location	Major/Subjects of Study	Diploma or Degree Earned
High School			
College/University			
Trade or Specialized Training			
Other Education			



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EMPLOYMENT APPLICATION

PREVIOUS EMPLOYMENT (Please list beginning with the most recent)

Company _____

Address _____

Job Title _____ Supervisor _____

Dates Employed From _____ To _____

Reason for Leaving _____

Responsibilities _____

Company _____

Address _____

Job Title _____ Supervisor _____

Dates Employed From _____ To _____

Reason for Leaving _____

Responsibilities _____

Company _____

Address _____

Job Title _____ Supervisor _____

Dates Employed From _____ To _____

Reason for Leaving _____

Responsibilities _____



THE RIVER DISTRICT

EMPLOYMENT APPLICATION

REFERENCES (Please list three professional references)

Full Name _____

Company _____

Address _____

Telephone _____ Email _____

Full Name _____

Company _____

Address _____

Telephone _____ Email _____

Full Name _____

Company _____

Address _____

Telephone _____ Email _____

DISCLAIMER and SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information provided in this application or in an interview may result in termination of my employment.

Signature _____ Date _____