

South of 6 Executive Director Job Description

Executive Director

South of 6 Business District SSMID (Self Supported Municipal Improvement District)

Date Posted July 3rd, 2024

Interviews Start Week of July 22nd, 2024

Applications Due on or before 5:00 pm, July 28th, 2024

Overview

The South of 6 Business District is seeking an Executive Director with demonstrated competencies (skills, knowledge, and personal characteristics) in urban planning, leadership, project management, grant administration, strategic thinking, economic development experience, and building healthy and sustainable relationships across sectors.

The successful candidate must be an innovative and decisive leader who can work collaboratively with the various interests of the businesses in the district area, including property owners, community partners, service agencies, and the various stakeholder communities. The Executive Director is expected to work cooperatively with community representatives and the business community, should be highly approachable, and an authentic communicator. A few essential skills for this position include but are not limited to grant writing, financial management, business development, and marketing. This candidate will also work collaboratively on a contracted program between various community and economic development partners to directly support underestimated business owners, guiding and implementing a grant budget and leading a diverse selection committee and process, which will complement and extend support to businesses within and outside of the SSMID boundaries as defined by the program.

The Executive Director will be responsible for the day-to-day operations of the nonprofit organization and reports to the Board. In this position, the Executive Director is responsible for research and development of business improvement opportunities, community outreach within and outside of the district, planning and organizing, and resource management including staff, volunteers, and fiscal. Qualified candidates will have extensive technical expertise in grant management, economic development, and urban planning as well as knowledge of local and state compliance with all applicable legislation and regulations related to maintaining a SSMID district. This Executive Director will lead the renewal of the SSMID petition in the district and the collaborative, technical, and process required for its success.

The activities of the Executive Director are intended to advance the mission of the SSMID and improve the economic prosperity of the businesses, property owners, and, importantly, residents within the district. The position will report directly to the South of 6 SSMID Board of Directors.

Salary

\$62,000 - \$65,000 commensurate with experience, benefits valued at over \$18,200 per year for a total compensation package of at least \$80,200 to \$85,200 per year.

Benefits

- Health insurance benefits, dental insurance starting the first of the month following date of hire
- Short-term/long-term/ life insurance – the first of the month following date of hire
- Retirement plan matching – 3 months after date of hire
- Nine Paid holidays – first of the month following date of hire
- PTO – four weeks in your first year, PTO will be prorated based on date of hire
- Vehicle, cell reimbursement – the first day of the first full pay period
- Wellness reimbursement of \$250 per year
- Parking – date of hire

Job Type

Full Time – 40 hours per week expected with evening and weekend hours occasionally required.

Qualifications

Bachelor's Degree or equivalent education and experience.

Duties and Responsibilities

- Developing and overseeing board-directed improvement programs and initiatives.
- Creating strategies to ensure that established goals and mission of the SSMID are realized through sustaining progress made in the defined area of the district while continuously improving and advancing baseline services.
- Administration of an underestimated business support granting program defined by contract terms and with community and economic development partners.
- Conducting rigorous and continuous program evaluation to provide measures of success that can be effectively communicated to the board, City of Iowa City, and other stakeholders.
- Developing budgets and revenue plans and tracking progress across fiscal years
- Overseeing development of a multi-year Strategic Plan and the Annual Plan
- Administering local economic development and district improvement programs in compliance with regulatory requirements and ensuring that the fiscal audit and all compliance activities are successfully completed without findings. When there are findings, informing the Board and ensuring all corrections are made and reported.

Economic Development

- Addressing the needs of business and industry within the defined district area to support their stability and growth.
- Shaping South of 6 Business District SSMID strategy to respond to the needs of businesses and residents.
- Raising the visibility of the district improvements as an essential component of economic development in the city boundaries.

Relationship Building

- Proactively engaging local stakeholders including: board members, businesses, emerging business leaders, local, state, and federal agencies and officials, community leaders, sub and ad hoc committees, partnering organizations, and funders.
- Organizing partners within the local area as appropriate, including: other SSMIDs, businesses, economic development agencies and organizations, educational institutions mandated partners, and community-based organizations, in order to implement district improvement initiatives.
- Maintaining healthy and proactive working relationships with the City Manager and other city officials; cultivating relationships with local legislators, and other relevant elected officials.
- Establishing and building partnerships with relevant funders, businesses, and political and community leaders.
- Encouraging and building partnerships, improving communication between businesses in the district area and city staff and officials.
- Encouraging, building, and improving communication between South of 6 SSMID businesses and other policy makers.

Essential Job Functions

- Serving as primary liaison between the SSMID operations staff and the Board.
- Work closely with the Executive Committee.
- Maintain a full-time office for the organization utilizing volunteer and board support.
- Grant management and administration.
- Providing status reports to the Board and Executive Committee
- Organizing and managing meetings for the Board and Committees
- Developing and implementing policies and procedures as approved by the Board.
- Monitoring federal, state, and local legislation/regulations/policies and ensuring compliance of the SSMID and program operations.
- Overseeing and informing the Board of organizational and administrative matters.
- Reporting and advising on significant developments and trends in the district improvement and economic development field.
- Ensuring sufficient development of baseline services. Economic development initiatives, and proper allocation of resources.
- Managing all contracts and other agreements with the South of 6 District SSMID
- Working collaboratively with the local agencies, stakeholders, elected official, residents, businesses, organizations, and other 3rd parties that can contribute to or impact progress in district improvement efforts.
- Building partnerships with private sector leaders to gather information about current or projected business trends and issues within the business community.
- Developing criteria for evaluating efficacy of South of 6 SSMID programs and measurement of performance of existing and proposed SSMID activities.
- Managing the fiscal and reporting processes for local, state, and private grants in accordance with applicable regulations and compliance requirements.
- Conducting monitoring and oversight of levy funds and grants received by the SSMID.

- Drafting grant applications for Federal, State, and local grants and managing those grants after they are awarded.
- Monitoring and directing the development of policy, procedure, and data necessary to demonstrate program compliance with all applicable regulations related to the operations of a SSMID.
- Developing and recommending modifications to policies and standard operating procedures to assure compliance with regulatory requirements.
- Development of SSMID renewal and petition plan, including execution of plan prior to expiration and stakeholder engagement when appropriate.
- Development and implementation of an annual operational plan for the local district improvement program budgeting, cost-sharing negotiations, and capacity-building activities.
- Performing other operational tasks as identified by the Board and/or Executive Committee.

Schedule

Monday-Friday business hours- some nights and weekends as needed. Must have a willingness to travel for conferences or field research.

Application/Schedule

Applicants should send the following items in one pdf digital copy to sarah@greateriowacity.com with the subject head So. 6 ED Application

1. Cover letter with interest statement.
2. Writing Sample
3. Resume (up to 2 pages)

Application materials received by 5:00 p.m. on or before **July 28th, 2024** will be considered for hire. Please see our website <https://southof6.org/> for more information about our organization.

In-person interviews will start the week of July 22nd and will end upon hire, even if that is before July 28th. The role is expected to start by late August 2024.