



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Downtown Ventura Partners (DVP) is a mutual benefit, non-profit corporation that manages the Downtown Ventura Business Improvement District. DVP is funded by an assessment on property owners within the district and is governed by 11-member board of directors. The Downtown Ventura Organization (DVO) is a 501(c)3 non-profit corporation with its own board of directors that oversees our National Main Street Center™ program. The two organizations work closely together under a Memorandum of Understanding and the Executive Director is responsible for coordinating and implementing DVO activities.

### **Summary**

The Executive Director is the chief operating officer of the DVP and shall have the duty and responsibility to transact everyday business for the organization, within established policy guidelines. It is a full-time job (minimum 40 hours per week), requires evening and weekend work and requires good relations with accessibility and responsiveness to all stakeholders.

**Initial Duties and Responsibilities:** Include but are not limited to the following:

- Business recruiting, development and retention for downtown Ventura.
- Generate effective public relations and marketing program, including quarterly newsletter, website and special events.
- Draft strategic plans and budgets for board review and approval and track implementation.
- Maintain a database of property owners, merchants and all associated stakeholders
- Manage the reporting and compliance of the Downtown Ventura Business Improvement District
- Facilitate Board of Directors meetings, staff and volunteers as well as the DVO's committees.
- Manage third-party contracts including the "Clean and Safe" contract with Service Group Inc.
- Manage daily office activities, bills, correspondence, and community interface.
- Other duties as may be assigned, from time to time, by the Board of Directors.

### **Qualifications:**

Candidate should be a self-starter, have strong interpersonal skills to work with varied constituencies and be able to recruit and delegate to volunteers. Basic computer skills are required to create budgets and update database. College degree, three years of successful applicable history and National Main Street Center experience preferred.