

# ***Chinatown International District Business Improvement Area***

## ***Job Description***

<b>Organization:</b>	Chinatown International District Business Improvement Area (CIDBIA) a 501 (c) 3
<b>Job Title:</b>	Executive Director
<b>Reports To:</b>	Chair/Co-chairs of CIDBIA Ratepayer's Board
<b>Supervises:</b>	Staff and contracts
<b>FLSA Status:</b>	Salaried/ Exempt
<b>Salary Range:</b>	\$55,000-80,000 DOE

**Job Summary:** This membership organization, was formed through the Chinatown International District's (CID) business & property owners, and formalized by city ordinance. The mission is to support and enhance this historic and culturally rich business district in 4 core areas:

- Public Safety programs and initiatives
- Marketing, promotional activities and community events
- Business District's cleaning and maintenance programs
- Improve shopper/visitor access through transportation & parking related initiatives

The Board of Directors provides strategic leadership in indentifying the CID community priorities. The Executive Director's role is to lead the development, management and execution of programs and projects that support identified strategies. The Executive Director must work effectively with city leaders, multiple city departments and local business and community leaders. Specific duties shall include, but are not limited to the following:

### **Major Duties and Responsibilities:**

1. Develop and maintain a fund development strategy, inclusive of rate payer structure, grants, event sponsors and contributions/donations
2. Research, organize, coordinate and produce special events designed to improve community awareness to visitors, tourists and neighboring communities; Summer Festival, Lunar New Year, and Night Market
3. Inclusive of key community partners, develop/ implement strategic marketing plans for the CIDBIA designed to positively promote the CID through the use of local media, sponsorships, publications, website, press releases, etc
4. Design, implement, and maintain, in cooperation with the Board, a comprehensive annual plan for public safety programs and initiatives
5. Establish and maintain regular communication and contact with city and community public safety personnel; Seattle Police Dept (SPD)-West Precinct, Seattle Park Rangers, etc
6. Serve as an advocate for community concerns at local and city levels through familiarity and understanding of local issues. Must speak effectively on program's goals and work to improve public policy relating to CIDBIA Core programs or services
7. Develop strong working relationship with local officials and agencies, community groups, local businesses and property owners and community stakeholders
8. Organize and coordinate, with Board, meeting agendas, board retreats, rate payer meetings, communications, publications, etc

9. Responsible for annual budget development, operating within fiscal parameters of organizational budget, monthly review and summation of monthly financial reports
10. Supervise staff and contracts, management of day to day business and administrative tasks, assuring the smooth professional operation of the organization

### **Experience/Skills**

1. Five years proven, successful experience in membership driven organizations, with emphasis on development, marketing, management or equivalent experience
2. 3-5 years direct experience with event planning, management and or promotional activities
3. Proven ability to develop and maintain effective working relationships with Board, City staff, community groups, sponsors, etc
4. Strong verbal and written communication skills, experienced public speaker and presenter
5. Demonstrated skills in implementation of programs that support mission of the organization
6. Demonstrated skills in analyzing problems, identifying potential actions, implementing identified solutions, reporting results of action
7. Prior experience with nonprofit leadership is preferred
8. Professional work experience that demonstrates increasing responsibility /advancement
9. Minimum 2 years of management experience with direct staff supervision
10. Proficient computer skills, Windows Environment, Office Suite

### **Qualifications**

1. Bachelor's Degree required, preferred in the area of marketing, development, or business management
2. Professional or personal familiarity working in culturally diverse surrounding
3. Ability to speak/write Cantonese or Mandarin is a benefit but not required
4. Strong decision making skills are highly desirable
5. A self starter with the ability, initiative and willingness to learn

## **APPLICATION PROCESS**

If you are interested in being considered for this position, please send a cover letter, along with your resume to:

**Chinatown International District Business Improvement Area**  
**507 South King Street**  
**Seattle, WA 98104**  
**OR**  
**jobs@cidbia.org**

In the cover letter, please address the following 2 questions:

- Why is the Executive Director for the CIDBIA, your next best professional/career position?
- What skills or experiences, uniquely qualifies you for the Executive Director of the CIDBIA?

Posted Feb. 2, 2010

Application process closes March 1, 2010