



Mission: To enhance and advocate for a dynamic, vital and sustainable downtown

EXECUTIVE DIRECTOR POSITION DESCRIPTION

ESSENTIAL DUTIES & RESPONSIBILITIES

Strategic Leadership

- With the DTL Board of Trustees, periodically develop and review a strategic plan to advance the mission of the organization
- Act as the liaison between the downtown constituency and all entities involved to identify challenges and opportunities for Downtown Lima and strategize creative solutions to address them
- Act as the primary spokesperson for DTL at various community events, meetings, Board appointments, and the media
- Advocate for the highest and best use of downtown real estate
- Remain active in public policy and discussion concerning Downtown Lima and the economic health of the greater Lima region

Fiscal and Operational Leadership

- Develop an annual budget and funding process to maintain the fiscal viability of the organization
- Establish and ensure adherence to DTL's fiscal budgeting and accountability policies and deliver a monthly financial report to the Board of Trustees
- Supervise and support Administrative Assistant with active engagement in office operations, events, record keeping and goals
- Develop staff positions based on current DTL objectives and hire competent, skilled individuals to fulfill these roles
- Provide clear direction and accountability for DTL employees, interns, volunteers, and vendors
- Develop and implement internal policies and practices to cultivate and support a strong and productive workplace
- Oversee office to ensure cleanliness, conservative management of supplies and office expenses, and operational standards

Fundraising

- Working closely with the DTL committee members, develop and enhance the existing recruitment policies for new membership and increase membership levels
- Create new and sustainable funding avenues through events, sponsorships, grants or gifts

Events and Promotions

- Develop and conduct continuous public awareness and marketing of Downtown Lima's strengths and vision for the future
- Working closely with the DTL Promotion and Design Committees, encourage the improvement and expansion of cooperative downtown activities such as promotions, sales, parking, advertising, banners, planters, and special events

Collaboration

- Build relationships with all persons and entities directly or indirectly involved with the downtown commercial district
- Collaborate with local, regional, and state governments, organizations, leaders and Stakeholders to address the needs of the organization and its members
- Work toward a vision of downtown for everyone, bringing together diverse groups and opinions to find consensus decisions
- Coordinate both public and private resources toward approaches that add value to the downtown experience
- Serve as a catalyst to stimulate thoughts and discussions and, as an astute observer, encourage and participate in initiatives that improve the quality of life in Lima

Perform other duties as assigned or required

JOB REQUIREMENTS

- Demonstrated experience with organized, collaborative, and optimistic leadership and a track record of creating solutions
- Passionate about Downtown Lima development and possess and support enthusiastic visions for Downtown Lima, Inc.
- Strong organizational skills and experience working with various software programs
- Fundraising and member management experience
- Financial account management and budgeting experience
- Marketing / social media savvy
- Experience collaborating with diverse groups of stakeholders
- Superior written, verbal communication and public speaking skills particularly at meetings and with the media
- Experience leading successful teams and conducting productive meetings, managing staff and volunteers
- Bachelor's degree in related field
- Willing and able to relocate to the Lima area
- Flexibility to be able to work evenings and weekends for events and meetings as needed

Additional Preferred Experience

- Grant writing experience and overall experience with, and understanding of, nonprofit organizations
- Knowledge of economic development strategies
- City planning experience
- Experience managing the day-to-day operations of an office

JOB DETAILS

- Full-time, salaried position with a consistent presence in DTL office required
- Reports to the DTL Executive Board and Board of Trustees

Downtown Lima, Inc. is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job-related disability, or marital status.