

Executive Director

Miracle Mile Improvement District (MMID) - Stockton, California
\$40,000 - \$50,000 Annually + Benefits ~ Commensurate With Experience & Education



We are currently seeking a dynamic and responsible Executive Director to lead the Miracle Mile Improvement District (MMID), a non-profit 501c6 that manages the enhanced services for the property-based business improvement district (PBID) located in Midtown Stockton.

Job Description

The Executive Director acts as the principal officer of the MMID and is responsible for the overall administration, financial management, and day-to-day activities of the MMID. The Executive Director will report to the Board of Directors and work with the stakeholders to establish the organization's future direction.

Responsibilities include:

- Develop and administer the MMID's program enhanced services to include, but not limited to, security, sanitation, landscape maintenance and marketing/promotion.
- Prepare and recommend annual/quarterly reports and operating budgets to the Board for approval. Assure adherence to these reports, maintaining all organizational records, and provide the Board with periodic management reports, operating statements and cost/program analyses.
- Insure compliance with all aspects of the MMID's contract with the City of Stockton including procurement of all goods and services, issuing of requests for proposals, monitoring/maintenance of all vendor, contractor and consultant relationships.
- Manage the MMID's administrative office.
- Coordinate all communication functions including responding to MMID members, media and other inquiries, and writing annual reports, newsletters and member bulletins.
- Implement and promote new marketing programs and public relations strategies.
- Improve and expand relationships with corporations, community, government and institutional partners to carry out organizational mission and objectives.
- Act as staff to the Board and its committees and serve as the Board's liaison to community/civic groups, government and elected officials.
- Develop monthly board meeting agendas, plan and coordinate board meetings.
- Attend MMID's General Board, Executive Board and Merchant Committee meetings.
- Research, identify and apply for grants or funds available to business improvement districts.

Work Expectations

This is a full-time position. In the performance of duties and responsibilities, the Executive Director is expected to balance the activities between office and external related meetings/events, including evening/weekend hours.

Qualifications/Requirements

The position requires a bachelor's degree in business, planning, public administration, marketing or related field and/or a combination of work and education demonstrating a minimum of 3 years experience in progressive applications of property/business district management, community development, non-profit management, public financing, business creation, land-use and transportation planning and/or urban design.

Submittal Deadline – December 4TH, 2017 @ 5:00PM

Please Send Cover Letter & Resume To: EDSearchMMID@gmail.com