

**Downtown Vacaville Business Improvement District
Executive Director Job Description
Exempt Position**

The Position:

The Executive Director (ED) is the lead staff person for the Downtown Vacaville business Improvement District (DVBID). The DVBID was created to fill the needs of Downtown Vacaville as a commercial district, to work with the City of Vacaville through partnership effort, and to work with clubs, foundations, or organizations dedicated to the general betterment of the downtown area. The ED position exists to assist the DVBID in fulfilling its Missions, Goals and Objectives. The ED provides staff support to the Board of Directors to implement the policies set by the Board of Directors to ensure the continuing commercial and popular successes of Vacaville's downtown private and public enterprises while assuring the preservation of the town center ambiance.

Range of Duties:

- Works with the Board of Directors and committees to develop an annual work plan with short and long-range goals for implementing a downtown revitalization program. Focus is placed on the four areas of the Main Street approach: Design, Promotion, Economic Vitality and Organization.
- Reports directly to the President of the DVBID Board of Directors, in the absence of the President, reports directly to the Vice President. Meets with President on a weekly basis or as needed to review status report which includes weekly log of duties performed.
- Prepares all reports and research projects required by the City and any contracts requested by the DVBID Board of Directors.
- Attends all committee meetings and keeps the Board of Directors apprised of committee activities or lack thereof. The Executive Director is not expected to serve as a member of any committee nor can a committee member of any committee delegate work to him/her without prior approval from the President of the board.
- Represents the DVBID Board of Directors and its members at public hearings, meetings and prominent conference programs at state and national level.
- Directs efforts at business retention, expansion and recruitment, including providing information, expertise and appropriate referrals to business owners, marketing Downtown Vacaville to outside businesses, working with developers and building owners to enhance the quality of retail and commercial space. Advises Board of Directors of vacancies in downtown area and posts on the website.
- Acts as advocate for Downtown Vacaville.
- Develops and manages in cooperation with the Board of Directors, an ongoing public awareness and education programs designed to enhance appreciation of downtown and to foster the DVBID's goals and objectives. Keeps the DVBID highly visible in the community through maintaining good relationships with various media entities.
- Develops funding sources for expansion and development of Downtown Vacaville BID.
- Promotes Downtown Vacaville BID by increasing the diversity of its user population.

- Is well-versed on the Downtown Vacaville BID Strategic Plan.
 - Creates and implements a program of regular, monthly contacts with existing and new members of Downtown Vacaville BID.
 - Works with the Treasurer and any financial personnel to maintain the finances for Downtown Vacaville BID and reports as required by City and Board of Directors including budgets.
 - Works with the Board of Directors and various committees to develop and implement an annual business plan upon which the program will operate.
 - Manages staff including directing work, conducting performance evaluations, and hiring employees. Salary and wage increases must be board approved.
 - Produces and edits a bimonthly newsletter.
 - Ensures that all outgoing materials adhere to the standards of Downtown Vacaville BID.
 - Maintains records, member database and coordinates the update of the DVVID website and provides vendor with current information on special events, newsletter, member directory, etc.
 - Coordinates the annual general meeting in March.
 - Performs other duties as may be assigned from time to time by the President and/or Board of Directors.
- **Paid Holidays** – Executive Director receives pay for nine (9) holidays annually.
 - **Salary Range** - \$50,000 - \$65,000 annually

Please submit resumes to: DVVID, 313 Parker Street, Vacaville, CA 95688 or email to KSeymour@thatsmybank.com (preferred) by July 31, 2017.