



## ***Coconut Grove Business Improvement District Position Description***

### **POSITION:**

Executive Director, Coconut Grove Business Improvement District

### **EFFECTIVE DATE:**

Immediately

### **BACKGROUND:**

The Coconut Grove Business Improvement District (“BID”) of the City of Miami (“City”) was established to stabilize and improve retail and other businesses in the area through promotion, management, marketing, and other similar services, including, but not limited to, coordination, funding, implementation and maintenance of infrastructure improvements, and other projects. A complete description of the BID can be found in Chapter 2, Article XI, Division 17 of the City of Miami Code of Ordinances, as amended (“City Code”), which can be accessed at <https://library.municode.com/fl/miami>.

### **AGREEMENT AND COMPENSATION:**

1. Salary range shall be from \$100K to \$125K plus benefits.
2. The Executive Director role is a visible position requiring problem-solving, financial acumen, and a deep commitment to neighborhood development. The Executive Director is responsible for oversight of all BID functions, contracts, office management, and personnel.

### **DUTIES AND RESPONSIBILITIES:**

1. The Executive Director shall be the chief executive officer of the BID, he/she shall have general supervision over, and be responsible for, the preparation of plans and the performance of the functions of the BID board as authorized.
2. The Executive Director shall be responsible for overseeing the day-to-day operations of the BID, and implementing such policies as may be adopted by the BID Board of Directors. He/she shall ensure that

the BID operates in compliance with its duly adopted Bylaws, policies and procedures and in accordance with federal, State of Florida, and local laws, rules, and regulations.

3. Devise programs, pursue strategies, and implement initiatives to make the commercial core of Coconut Grove a more successful and flourishing area for the property owners, residents, and tenant occupiers of the district in a manner which makes the district a desirable place for residents and visitors.
4. Work with the BID Board of Directors and sub-committees to help prepare an annual operating budget to be presented to and approved by the BID Board of Directors and the City Commission. The Executive Director is also responsible for the fiscal integrity of the BID, the preparation and submission of an annual report, and assist with the preparation and submission of audited financial records performed by an external auditor.
5. Plan, propose, and implement programs and services for the purpose of stabilizing and improving the BID through promotion, management, marketing, and other similar services, such as streetscape improvements.
6. Plan and propose to the City and the City Commission public improvements including, but not limited to, renovation, repair, remodeling, reconstruction, or other changes in existing buildings and streetscape which in the opinion of the BID Board of Directors will aid in the economic growth of the area.
7. Solicit and accept grants in cooperation with the City's Office of Grants Administration.
8. The Executive Director, on behalf of the BID Board of Directors, shall be responsible for implementing and managing all of its grants and any other contributions and financial support from individuals, private business interests, the general public, governmental entities, corporations and organizations, foundations and other philanthropic entities and shall follow the processes and procedures established by the City.
9. Coordinate and participate in the execution of the functions of the BID, and as necessary, in the areas of Operations, Marketing, and Finance under the direction of the Board Chair.
10. Oversee the operations to ensure compliance with, and implementation of, goals, objectives, policies, reporting, and regulatory requirements.
11. Report to the Chair of Coconut Grove BID and BID Board of Directors

**QUALIFICATIONS AND EXPERIENCE:**

1. Shall be a person of good moral character and have a reputation for integrity, responsibility, and business ability.
2. A successful candidate will have at least 5 years of experience working in a business improvement district, a voluntary sector, or similar organization.

3. Must work well with a diverse group of leaders, businesses, residents, and volunteers and have knowledge of current community challenges and opportunities relating to the mission of the organization.
4. Strong written and oral communication, project management, and organizational ability with experience in the following areas: executive management, human resources management, marketing, public relations, economic development, government relations, public construction, volunteer management, non-profit management, and event planning.
5. Knowledge of leadership and management principles related to non-profit/voluntary organizations.
6. Must have a bachelor's or master's degree or equivalent experience.