

POSITION AVAILABLE

Executive Director, Proposed Fishtown Kensington Area Business Improvement District

SUMMARY: The Steering Committee of the Fishtown Kensington Area Business Improvement District (“FKABID”) is offering an exciting opportunity for a highly qualified, motivated, innovative and creative candidate to serve as its inaugural Executive Director. This individual will report to the 15-member FKABID Board of Directors and, with the Board, will be responsible for implementing the BID’s 5 year plan. Key responsibilities of the Executive Director include:

- Creating the necessary infrastructure to manage all FKABID operations, including hiring a full time corridor manager and part-time staff and consulting firms to best achieve the organization’s goals.
- Developing relationships with the FKABID’s property and business owners and stakeholders including public and elected officials, foundations and funders, destination marketing organizations, and area civic representatives and community groups.
- Working with New Kensington CDC to implement and manage increased cleaning services and community groups on how to best manage and improve public space.
- Implementing marketing strategies to showcase the businesses, available vacant properties and unique character of the Fishtown Kensington area to help existing businesses thrive and attract new businesses.
- Promoting the Fishtown Kensington area as a desirable destination for neighbors and visitors from other areas in the greater Philadelphia region.
- Identifying and addressing small and large scale capital improvement and maintenance improvements and enhancements.
- Managing the activities of the FKABID Board.
- Advocating as a spokesperson and liaison on behalf of FKABID directors and members with government agencies, as well as other community and professional organizations.
- Managing the FKABID’s budget and identifying additional sources of revenue.
- Creating and managing committees to work under the guidance of the Board to assist with implementing all of the above.

The Executive Director will be supported by one full-time corridor manager and one part-time staff member, to be hired by the Executive Director with approval of the Board, as well as contract support on an as-needed basis including in the areas of public relations, marketing and branding, website development, market analysis research, public space enhancements, assessments and accounting.

BACKGROUND: The FKABID has completed a 16 month planning process and approval of the BID is pending in Philadelphia City Council. It is expected that the Executive Director position will begin on January 1, 2020 if the BID is successfully established.

QUALIFICATIONS: The Executive Director will be responsible for the overall administration, financial management, and day-to-day activities of the BID. Successful candidates will be self-motivated, creative, energetic, and will demonstrate passion, idealism, integrity, and a positive attitude. Experiences should be in direct program development, special events, marketing and tourism campaigns, demonstrated strategic leadership skills, management of internal operations, public relations, community relations, volunteer management, fundraising, grant writing, financial management, and public affairs. The strongest candidate will have demonstrated success working with small business communities, real estate developers, government agencies and Boards of Directors.

Additional Qualifications:

- Bachelor's degree or equivalent experience.
- At least 5 years of experience working in economic development, government, public policy, politics, real estate, architecture, special event management, and/or urban planning.
- Strong decision-making and analytical skills are highly desirable.
- Proven experience managing multiple short and long-term projects simultaneously, preferably with other staff and/or consultants engaged in the projects.
- Financial management experience with strong organizational skills.
- Excellent computer skills (minimum Word and Excel); graphic design software and Quickbooks is a plus, as well as experience in social media.
- Ability to develop, maintain and strengthen relationships with stakeholders who can provide information, assistance and support, including property and business owners, real estate developers, neighborhood residents, community boards, advocacy groups, elected officials, government agencies, and non-profit organizations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting, out in the community or at project locations. There will be occasional needs to stand, stoop, walk, sit, possibly lift objects (up to 25 pounds), and perform similar other actions during the course of the workday.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employee in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the above referenced tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks to be performed by incumbents of this class.

SALARY AND SUBMISSION DEADLINE: Year one salary range is \$65,000 to \$75,000 commensurate with experience. Partial health care and cell phone stipend will be provided and opportunities for organizational growth will be discussed during the interview process. Please send a cover letter including how your experience will benefit a new Business Improvement District, salary and healthcare requirements, resume and three references to fishtownco@gmail.com with "EXECUTIVE DIRECTOR POSITION" in the subject line. Electronic submission is preferred, but hard copies of these documents can also be sent to: FKABID c/o Business Corridor Solutions, 2117 St Albans Street, Philadelphia PA 19146. All documents must be received no later than November 15 at 5:00pm EST, however early submission is appreciated. For more information on the FKABID including a copy of the 5 year plan, please visit www.fishtownbid.org.