



Portland Downtown Executive Director

Reports to Board of Directors

Supervises Program Director, Marketing Director,
Office Manager

Overview Portland Downtown, a 501c4 nonprofit downtown improvement district (DID) in Portland, Maine, is seeking an Executive Director to lead the organization in the successful implementation of the organization's mission and strategic plan. The Executive Director role is a visible position requiring strategic thinking, sound management experience, and financial acumen.

Duties and Responsibilities

- Work closely with the Board of Directors to develop and manage an annual work plan and budget in support of the strategic plan
- Direct day-to-day operations including staff management and internal and external communications with board members, committees, and stakeholders
- Select and manages staff, interns, volunteers, and contractors
- Create and maintain strategic partnerships and relationships, both financial and collaborative, in support of the organization's mission
 - Including, but not limited to: City of Portland staff and elected officials, Portland Police Department, Portland Regional Chamber of Commerce, Visit Portland, Creative Portland, Greater Portland METRO, Greater Portland Council of Governments, social service organizations and nonprofits, and other key community and economic development organizations
- Oversee, negotiate, and implement major contracts with City of Portland and other program partners
 - Including, but not limited to, the Master and Supplemental Services Agreement (SSA) with the City of Portland and the Cadet Program in partnership with the Portland Police Department
- Collaborate with committee chairs to develop meeting agendas and support committees with their annual work plans and goals
- Provide oversight and support for events
- Act as the face and voice of the organization, representing its interests and advocacy



Minimum Qualifications

The ideal candidate will be able to work independently, but also with direction from an engaged and professional board of directors.

Minimum qualifications include:

- Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, urban planning, community development, or a related field. Comparable work experience will also be considered.
- Combination of experience in: economic development, public relations, planning, business administration, government/public policy, public administration, nonprofit management and/or business development
- Proven track record in community building and collaborative partnerships
- Understanding of downtown improvement districts and their roles within the community and city
- Experience working with boards of directors and committees
- Ability to supervise employees and a basic understanding of human resources and personnel issues
- Excellent skills in leadership, relationship-building, as well as written and public communication
- Strong interpersonal and organizational skills
- Effective time management and organizational skills with the ability to prioritize multiple tasks in a fast-paced environment
- Ability to balance strong day-to-day management needs with visionary thinking
- Computer skills including Google Suite, QuickBooks, and Microsoft Office

Preferred Skills

- Ability to exercise good morals, ethics, and judgement
- Ability to manage and inspire people
- Experience working with City government and familiarity with Portland
- Ability to forge strategic partnerships with business & government leaders, business organizations, and community partners
- Ability to work transparently and constructively with a wide and diverse range of stakeholders
- Understanding of marketing, public relations, press relations, and event planning



Organization Background

Portland Downtown, a 501c4 nonprofit downtown improvement district (DID), has been serving the Portland community since 1992. Dedicated to economic revitalization and the provision of a clean, safe, and vibrant downtown, Portland Downtown works alongside the City of Portland and other nonprofit partners to deliver a supplemental level of programs and services to downtown property owners and stakeholders. As a 501c4 nonprofit, the impact of Portland Downtown's programs and reach of its mission goes beyond the direct benefit of downtown property owners to ensure that the entire community is bolstered by the good work of the organization.

Portland Downtown aims to enhance the community through strategic collaborations that contribute positively to the greater good. Programs of impact include the Cadet Program in partnership with the Portland Police Department, the Peer Outreach Worker (POW) Program in partnership with Amistad, and the Graffiti Busters program in partnership with LearningWorks.

Portland Downtown's Board of Directors is comprised of nearly twenty volunteers who provide oversight, transparency, and direction. The Portland City Council reviews the annual budget and development plan, as well as the Master and Supplemental Services Contract that provides a framework for continued partnership with the municipality.

For more than 25 years, Portland Downtown has responded to the needs of the community, invested at every level, and has been a cheerleader, helping downtown transform into a thriving economic engine and global destination. For more information visit Portland Downtown's website portlandmaine.com and download the most recent annual report.

Salary range \$80,000 to \$90,000 dependent on experience

To apply Send your resume and cover letter as a PDF attached to an email with the subject line "Portland Downtown Executive Director – (Your Name)" to: jobs@portlandmaine.com.

Deadline to apply March 31, 2020

This is a full-time position with flexibility. Occasional evening and weekend work required. Anticipated start date will be June 1, 2020.

Portland Downtown is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, ancestry, sexual orientation, gender identity, disability, or veteran status.