



## Executive Director (Non-Profit) – Boise, ID

The Downtown Boise Association's (DBA) Board of Directors is seeking an **experienced entrepreneurial, imaginative and energetic professional to serve as its next Executive Director**. This person must be a leader with a clear vision of the importance of strong downtowns as the driving force of a prosperous city. The successful candidate will be a skilled relationship builder and effective advocate for the best interests of Downtown Boise. The right candidate must appreciate the importance a vibrant downtown brings to the economic vitality of an entire region. The Executive Director will be anxious to share enthusiasm for all that Downtown Boise offers to locals, visitors, investors and creators.

### The Role in Detail:

The Executive Director of the DBA must have a strong understanding and demonstrable background in:

- **Economic development and urban trends** including issues confronting downtown business, property owners and public agencies, trends in urban planning and public space activation.
- **Marketing**, public relations, business administration and small business and community development.
- **Leadership** of a small nonprofit organization including supervisory skills, staff development, and Board engagement with respect and transparency.

### Essential Responsibilities of the Position:

- Downtown Leadership and Advocacy: Establish strong working relationships with Downtown stakeholders such as: businesses, property owners, developers, City administration and elected officials. Coordinate Downtown stakeholders' involvement in matters that impact economic development. Work closely with economic development directors at City of Boise, Boise State University, Capital City Development Corporation, and other Downtown, City or community partners to enhance Downtown investment and business opportunity. Represent DBA on committees related to Downtown issues. Act as a spokesperson for the DBA for all media inquiries and public hearings.
- Marketing: Prepare marketing plans. Provide direction to staff in communications via multiple media platforms. Support staff in the coordination of marketing through agency representatives and media buyers, including earned media opportunities, event sponsorships and robust social media promotions. Lead to build a consistent DBA brand visible as a recognized value to members, locals and visitors.

- **Events:** In conjunction with supporting staff, secure event sponsorships, oversee planning and coordinate event promotions. Analyze and evaluate the success of events highlighting their impact on promoting and driving customers to Downtown business.
- **Downtown Management:** Manage the daily operations of the DBA office and staff. Responsible for the financial administration of the \$1.0 million budget, including budget preparation with Board advice, contract and expenditures oversight, and ensuring a sound annual audit. Oversee Board operations in cooperation with Board leadership. Ensure well-functioning organizational governance policies and procedures. Responsible for the DBA Annual Meeting and the DBA State of Downtown Annual Report.

### **Qualifications:**

**Education:** A Bachelor's Degree from an accredited college/university in Business, Communications, Marketing, Public Relations, or related field.

### **Experience:**

- Minimum of 5 years proven, related experience.
- Demonstrated ability in research and market analysis, urban planning, and/or economic development preferred.
- Well-organized and capable of functioning effectively in a very independent situation.
- Excellent with verbal and written communication and influencing skills.

**Travel and Schedule:** Occasional travel for training/education. Schedule will require participation in evening and weekend events.

### **Salary and Benefits:**

- Base salary range of \$85,000 - \$95,000 per year depending on experience.
- Relocation package available to successful candidate if needed.
- Comprehensive benefit package includes: medical/dental/vision benefits, short term/long term disability, vacation, holiday pay, 401K with employer matching contributions.

## **About the DBA**

**The mission of the DBA is to create value through vibrancy; to build business and community in Downtown Boise.** The goal is to keep Boise a healthy, happening, innovative and inspired city by keeping Downtown Boise *the* place people want to be to build business and celebrate community. Downtown Boise's dynamic economy is a driver to and catalyst for economic growth throughout the region. The appealing vibe and vitality of Downtown Boise matters. That's where the DBA comes in.

The DBA is a non-profit 501(c)(6) corporation that is authorized by the City of Boise to manage the Downtown Boise Business Improvement District (BID). We're "placemakers", tasked with keeping Downtown Boise's public spaces clean, safe,

vibrant, and attractive, giving those who invest here a greater opportunity for success. Boiseans love their city and are proud of their Downtown. The DBA works to keep it that way. Visit the DBA's website ([DBA](#)) to learn more about the organization and its mission.

The DBA team is comprised of a Business Relations and Development Manager, an Events Manager, a Marketing Manager, an Office Manager, a part-time Bookkeeper, and the Executive Director.

*Check out what's being said about Boise and our thriving, dynamic Downtown:*

- Boise: #1 Place to Live, 2019 [Livability.com](#)
- One of North America's Coolest Downtowns [Expedia Viewfinder](#)
- Top US Downtowns [Livability.com](#)

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**Please apply by submitting a cover letter and resume via to:**

<https://www.indeed.com/jobs?q=Executive%20Director%20boise&l=Idaho&advn=6273193767221031&vjk=f62ee377aa1d4e15>

**No unsolicited responses from search firms or phone calls, please.**

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*The Downtown Boise Association is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*

*Disclaimer: To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implies employment contract. The DBA Board of Directors has the exclusive right to alter this job description at any time without notice.*