

Bel Air Downtown Alliance

Job Title: Executive Director

Job Type: Full Time – Permanent

Location: Harford County – Bel Air, Maryland

Executive Director Position Description

The Executive Director is the key management leader of the Bel Air Downtown Alliance. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The Organization:

The Bel Air Downtown Alliance is a nonprofit community development organization whose mission is to mobilize stakeholders to invest in Bel Air's neighborhoods, economy, and quality of life. As a designated Main Street Maryland Community we are committed to fostering economic revitalization and sustainability to Downtown Bel Air. We envision Bel Air's future as a place in which people live, work, and play. We attract and welcome diverse neighborhoods where our parks, schools, and commercial centers are vibrant assets that enrich our quality of life. Our success is based on strong collaborations with our government and economic partners.

General Responsibilities:

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading the Bel Air Downtown Alliance in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Bel Air Downtown Alliance, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the Bel Air Downtown Alliance's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Bel Air Downtown Alliance's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Bel Air Downtown Alliance can successfully fulfill it's Mission into the future.
- Responsible for the enhancement of the Bel Air Downtown Alliance's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of the Bel Air Downtown Alliance operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Three or more year's senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting, Proficient knowledge of QuickBooks
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Bel Air Downtown Alliance's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills, to include grant writing
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Actual Job Responsibilities:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Write, apply for, and manage grants

- Serving as the Alliance's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Alliance's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Compensation commensurate with experience and other qualifications.

Please submit your resume and cover letter to careers@downtownbelair.com. You must clearly indicate the role title in your submission. **Deadline is May 15, 2019**

Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion. The Bel Air Downtown Alliance is an equal opportunity employer.