

## **Fillmore Jazz District Community Association of San Francisco**

### **Interim Executive Director Job Description**

#### **Job Title: Interim Executive Director**

Reports To: Fillmore Jazz District Community Association of San Francisco Board of Directors.

Submittal Deadline: March 11, 2011

#### **Objective**

To provide day-to-day management and leadership of the Fillmore Jazz District Community Association of San Francisco (FJDCA). Working in association with all public, political and private partners, vendors and service providers. The Interim Executive Director will ensure that the Fillmore Jazz District Community Association of San Francisco is managed consistent with the mission, goals, and objectives, operational and financial deliverables established by the Board of Directors, while operating in a professional, transparent and cost effective manner. The Interim Executive Director must be capable of and be seen to ensure that all aspects of the following schedule are carried out to the ultimate satisfaction of the board.

The primary role of the Interim Executive Director is to serve as the day-to-day contact and operational and Executive representative for the (FJDCA). This includes ensuring the professional, ethical, transparent and efficient use of (FJDCA) resources, financial management consistent with generally accepted accounting procedures, (FJDCA) contract management, and performance management and employee development.

The Interim Executive Director will also service as the primary (FJDCA) advocate. The Interim Executive Director will promote the (FJDCA) as a beautiful, clean, safe, and vibrant district. This goes well beyond marketing programs that create image and visibility. The larger purpose is to advocate for services and resources that increase the area's perception as a friendly, clean, and exciting place for attending performances, dining, shopping, living, and investing in business opportunities and properties. It is intended to support patronage growth, business growth and well-being for residents, workers and visitors and can be especially advantageous in a recessionary economic environment such as we are currently in.

The Interim Executive Director of the (FJDCA) will have a key role in participating in community meetings, coordinating information between City agencies and Fillmore stakeholders related to events and issues affecting the neighborhood, speaking at hearings, and raising additional resources and investment for the district from decision makers and funders. The Interim Executive Director will coordinate a process for regular exchange of information among Fillmore stakeholders.

**Job responsibilities:**

- Ensure delivery of the initiatives and services set out in the Fillmore Jazz District Community Association of San Francisco Business Plan
- Ensure the accurate collection of all fees
- Direct and manage the Fillmore Jazz District Community Association of San Francisco team, Fillmore Jazz District Community Association of San Francisco contracts, commitments and Service Level Agreements
- Maintain and further develop a positive climate with local and national business stakeholders
- Execute the submission of professional grant applications and proposals
- Create positive relationships with all key stakeholders
- Act as an advocate for the Fillmore Jazz District Community Association of San Francisco
- Serve as the main point of contact for all operational matters relating to the Fillmore Jazz District Community Association of San Francisco
- Ensure proper financial management including, where appropriate, use of Generally Accepted Accounting Procedures
- Ensure that prompt payment of vendors
- Prepare the Fillmore Jazz District Community Association of San Francisco Annual Report
- Comply with appropriate legislation governing employment, data protection, health and safety
- React as appropriate to issues that may affect local property owners, businesses and the Fillmore Jazz District Community Association of San Francisco
- Ensure that all involved in the Fillmore Jazz District Community Association of San Francisco understand and identify with the Fillmore Jazz District Community Association of San Francisco aims and objectives
- Regularly monitor the deliverables and impact of the Fillmore Jazz District Community Association of San Francisco by walking the Fillmore Jazz District Community Association of San Francisco and monitoring performance
- Propose revisions to the Business Plan as necessary.
- Organize Fillmore Jazz District Community Association of San Francisco Board meetings, ensuring that agendas and papers are correctly distributed
- Work to secure maximum external funding to enhance Fillmore Jazz District Community Association of San Francisco projects from private and public sources
- Maintain a web site to keep businesses up to date and conversant with the Fillmore Jazz District Community Association of San Francisco
- Carry out any other reasonable activities as required by the Fillmore Jazz District Community Association of San Francisco Board within the framework of the Business Plan and the operational needs of the

## **Minimum Desirable Qualifications**

- Previous multi-functional operational management experience.
- Demonstrable commitment to providing an exceptional customer service culture.
- Attention to detail and effective manager of budgets.
- Evidence of knowledge and experience of both public and private sector activities in the Fillmore Jazz District Community Association of San Francisco and the City of San Francisco.
- Self-motivated and good communication skills (written and oral).
- Tact and diplomacy but with a can-do attitude.
- Energetic, enthusiastic and adaptable.
- An ability to prioritize and remain focused; to organize workloads of self and others with no daily supervision.
- Ability to build and maintain strong working relationships with a diverse set of partners.
- A demonstrated commitment to ethical and transparent behavior.

## **Key Criteria Essential Desirable**

### **Qualifications and Training**

- Undergraduate Degree
- Ability to understand legislation and principles relating to Fillmore Jazz District Community Association of San Francisco and convey this information clearly to a wide range of audiences
- Experience in staff management, extending to developing personal development plans for teams
- Evidence of developing team members
- Experience public speaking
- Experienced in developing visual presentation materials (print, PowerPoint, banners, web etc)

### **Work Experience**

- Strategic planning – ability to see an organization as a whole and plan for future development in line with overall corporate objectives
- Financial planning
- Implementing processes for financial management and control
- Project Management
- Performance Management
- Cross sector working – across public and private sectors
- Staff management
- Change Management

- Marketing

### **Job Circumstances**

- Willingness to work outside of normal office hours to support events as necessary
- Current drivers license

### **Business Improvement District**

- Prepare the annual plan for the Business Improvement District Advisory Board
- Schedule Meeting of the Fillmore Jazz District Community Association of San Francisco Board
- Coordinate with the City for postings of Fillmore Jazz District Community Association of San Francisco meetings
- Attend Board of Supervisor and other City Agency Meetings

### **Technical Skills Required**

- Knowledge of Word, Excel, Power Point
- Knowledge of Quickbooks
- Knowledge of basic office equipment; phone, computer, copy machine, fax, internet
- Ability to plan, implement and coordinate economic development activities
- Ability to establish & maintain effective community relations

Other tasks the Interim Interim Executive Director will undertake include:

- Representing the district's members on issues of common concern and promoting the Fillmore Jazz District Community Association of San Francisco and its members to agencies, organizations and the public.
- Partnering with, establishing and maintaining effective working relationships and cooperative arrangements with city agencies and other business organizations, neighboring Fillmore Jazz District Community Association of San Francisco as appropriate to advance the district's goals.
- Communicating with all property owners and tenants in the proposed Fillmore Jazz District Community Association of San Francisco regarding important issues of concern or impact as well as effectiveness of services being provided by the Fillmore Jazz District Community Association of San Francisco . This includes scheduling and management of events in the neighborhood to minimize negative impacts and maximize positive impacts on the venues surrounding that property.
- Conducting ongoing media relations.
- Coordinating public and private sector services between, property managers, merchants and event sponsors.
- Establishing working partnerships government agencies and community based organizations.
- Attending community, commission and city meetings regularly.
- Participating on committees of neighborhood organizations.

PLEASE SUBMIT RESUME/COVER LETTER TO  
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