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## OFFICIAL EMPLOYMENT NOTICE

POSTING: EXECUTIVE DIRECTOR, EAST DOWNTOWN MANAGEMENT DISTRICT  
*(Please read all requirements of this notice)*

Date of Issue: November 17<sup>th</sup>, 2011

Deadline for submission: 5:00pm, Wednesday, December 21st, 2011

All submissions in response to this notice will be stamped with the EDMD District Seal and the date and time of receipt will be noted on the submission.

Submission Requirements:

1. Please review all responsibilities and qualifications (pages 2-3) prior to submitting a resume.
2. Submit five (5) original copies of resume (Cover Letters *Not* Accepted)
3. Include your Social Security Number on the Resume
4. On a separate page provide 3 to 5 professional references that include the persons:
  - a. Name
  - b. Title and Company/Organization Name
  - c. Professional Relationship (employee, client, etc.)
  - d. Mailing Address
  - e. Phone Number (Office and Mobile)
  - f. Email Address
5. Mail ALL required information to:
  - a. East Downtown Management District, c/o Diamantina Araujo, 815 Live Oak, Houston, Texas 77003
  - b. Submissions not meeting all specifications will be not be considered
6. No late submissions will be considered after the deadline of December 21<sup>st</sup>, 2011.

**IMPORTANT:** Interested parties **are not to** contact, through any means, board directors of East Downtown Management District in response to this notification. All questions or inquiries are to be directed to Diamantina "Tina" Araujo, Acting Executive Director at 713-504-2042 or email at [tina@eadohouston.com](mailto:tina@eadohouston.com)

# **EXECUTIVE DIRECTOR**

## **Job Description**

The Executive Director/General Manager will serve as the primary manager and advocate for the District. The purpose of the District is to provide an extra level of services, beyond what individual commercial property owners, the City of Houston, or other public agencies might provide, in order to preserve and enhance the economic vitality of the area. The District is led by a Board of Directors, made up of District commercial property owners that provides the oversight of District activities and approves the District's Service Plan (attached), the adopted plan for allocating and spending the assessment revenue that funds District operations. Single family residences are not assessed by the District.

The Executive Director will work with the Board to ensure that the activities and projects of the Service Plan are accomplished in a timely and efficient manner. He or she will also be primarily responsible for ensuring the execution of the day-to-day administrative needs of the District.

### **Key Responsibilities**

- Communication, advocacy, and resource leveraging with public agencies that are the primary service providers in the District to plan for and implement needed services and improvements
- Startup and management of District-initiated programs and services under the Service Plan
- Program identification and direction
- Acting as spokesperson for the District
- Developing good working relationships with elected and appointed officials
- Finding consultants and contractors to provide support services for District programs, negotiate their contracts, and seek Board approval of their engagement
- Administration and management of these consultants and contractors
- Board member and volunteer recruitment
- Research and analysis of District statistics and performance indicators
- Creative and strategic planning for future District objectives and formulation of new Service Plan upon expiration of the current plan
- Selection and management of additional District staff as needed
- Verbal and written communication with District constituents, neighbors, and other civic groups about the District's goals and activities, including petitioning of District assessment payers for adoption of future new Service Plans
- Maintenance of District records as required by law
- Management and maintenance of the District's financial health and budget
- Management and maintenance of all District owned or leased property
- Organization and execution of effective Board and Board committee meetings.

## **Job Qualifications**

- 3-5 years experience in project management, with a proven ability to manage multiple complex projects simultaneously and accomplish project objectives
- 3-5 years experience in making public presentations
- 3-5 years experience in managing staff and/or consultants and contractors
- Experience in urban planning, public administration, commercial development or property management, communications and marketing, and/ or municipal finance desirable
- Experience in a public sector environment or agency setting
- Experience working for a Board of Directors
- Familiarity and understanding of management districts (business improvement districts); and/or a minimum of 2 years direct experience working for a management district
- Ability to lead, facilitate, and coordinate meetings to generate meaningful group decisions
- Ability to be self-directed and motivated
- Existing relationships with local public agencies and relevant civic groups helpful

## **Salary**

To be negotiated based on budget and experience with a salary range of \$50,000.00 to 80,000.00.