



Position Announcement and Candidate Profile

Executive Director, Southtown Council

Organization

The Southtown Council was formed in 1982 by a group of businesses, institutions, and neighborhood associations to work collectively on economic issues in Southtown Kansas City. Over the past 30+ years, Southtown has accomplished millions of dollars in public improvements, brought together hundreds of businesses in Southtown, Waldo, and Brookside neighborhoods into a thriving network, created partnerships between various institutions and businesses to create economic and community development, and helped to form three Community Improvement Districts (CIDs) - Brookside CID, Waldo CID, and Troost CID. Under the umbrella of Southtown Council, we continue to strive to transform the Troost corridor, while also providing direction to the Waldo Area Business Association and Brookside Business Association. For three decades, Southtown Council has been the leader in maintaining and developing Southtown as a great place to live, work, and play.

For more information, please visit <http://www.southtown.org>.

The Executive Director Role

The Board of Directors of The Southtown Council is seeking a passionate, strategic and visionary leader to fill the position of Executive Director. Under the direction of the Board of Directors, the Executive Director primary responsibilities include leading the development and approval of the strategy, finance and administration; membership growth and retention; communication, including marketing and public relations; relationship building with key stakeholders; Board and Committee governance and relations; relationship and partnership management; member relations, managing, motivating staff and volunteers and oversight of event and project management. The Executive Director will manage approximately \$2 million annual budget within the approved guidelines and provide leadership and day to day direction to the 3 staff. The Executive Director serves as the strategic partner and support to the three business districts and their respective Community Improvement Districts (CIDs) which total seven volunteer organizations to help build and grow their brands individually and collectively with a goal of elevating the Southtown, Waldo and Brookside business districts as the place to live, work and do business.

Executive Director Responsibilities May Include:

- In partnership with the board of directors, lead the development and approval of the strategic plan which will guide the organizations actions with a clear vision, goals, objectives and outcomes.
- Establish and maintain proactive effective relationships with elected and appointed officials.
- Foster a positive and effective working relationship with the Board of Directors of the Southtown Council, neighborhood and Community Improvement Districts (CID) groups (Waldo, Brookside

Southtown and CID boards). Ensure open, timely and accurate communication as well as technical and organizational assistance.

- Identify and facilitate marketing tactics to support overall strategic goals and outcomes including support for membership/local business.
- Collaborate with stakeholders (boards, merchants, area residents, elected or appointment officials) to set goals for new initiatives or support existing initiatives
- Create and facilitate an outreach plan within the service area including the city, property owners and developers.
- Create and implement a membership retention and growth strategy and tactics.
- Provide oversight, guidance and assist with the growth of the CIDs.
- Effectively manage expectations and ensure key outcomes are met or exceeded with the various boards and business associations of CID's served.
- Expand revenue generating and fundraising activities to support existing program operations and expansion.
- Responsible for the development of the annual budget and, after approval by the Board, is responsible for the financial management including developing and maintaining sound financial practices, payroll and facilitating the annual audit conducted by an independent CPA firm.
- Provide timely financial and other reports to the board and others as requests.
- Create and implement a communication strategy and tactics which would include all aspects of communication including web presence, social media, newsletters, brochures, promotional materials, press releases, community engagement and external relations activities.
- Establish and maintain external presence and relationships to garner new opportunities.
- Represent the organization at community events, meetings and other outreach opportunities.

Candidate Qualifications

The Executive Director must demonstrate a commitment to Southtown mission. All candidates should have proven leadership, along with community and relationship building experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree in a related field from an accredited college or university. Master's degree in a related area preferred. Degrees in business, marketing, communications or urban planning preferred.
- 5 years of progressively responsible experience preferably in leading a comparable structured organization and demonstrated experience in having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Excellence in organizational management with the demonstrated ability to coach staff, manage, and develop a high-performance team, determining appropriate staffing structure and resources to achieve strategic objectives.
- Successful experience managing and providing oversight for the successful execution of projects and events.
- Sound and successful fiscal management experience including effectively developing and managing a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships as well as develop, engage and recruit volunteers.

- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal, listening and diplomacy skills.
- Action-oriented, adaptable, collaborative and innovative approach to business development and planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Able to build trust and confidence among staff, the board, neighborhood, CIDs groups and members.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Must possess valid driver's license and have reliable transportation to attend frequent meetings and appointments in the community.

Compensation and Benefits:

Salary commensurate with experience and market. Position is eligible for paid vacation, medical and dental insurance. Position is eligible for reimbursement of job related and board approved travel and supplies expenses including mileage reimbursement.

Application Process

Qualified candidates must email a detailed resume, cover letter outlining interest in the role and clearly articulate how the candidate meets the qualifications of this unique role, salary history and a list of 3 professional references in confidence to southtownexecutivesearch@gmail.com. To ensure consideration, all applications must be received no later than 5:00 p.m. on Monday, July 20, 2015. All documents must be submitted by email to the address listed above only and should have in the subject line "Executive Director Southtown Council". No phone calls, mailed materials, faxed or drop in, please. Position will remain open until a suitable candidate is found.

Candidate Review and Selection Process

Application materials will be reviewed by the search committee beginning July 21, 2015. In person interviews with the search committee for those selected and highly qualified are anticipated to occur by September 16, 2015. A final decision will be reached by October 1, 2015. Incumbent is anticipated to begin employment beginning in November 2015.

The Southtown Council is an Equal Opportunity Employer/Disabled/Protected Veteran and committed to diversity and inclusion throughout our organization.