



## ***HISTORIC SOUTH DOWNTOWN***

### **EXECUTIVE DIRECTOR JOB DESCRIPTION**

#### **JOB SUMMARY**

The Pioneer Square International District Community Preservation & Development Authority (DBA as Historic South Downtown or HSD) is responsible for preserving, restoring, and promoting the health, safety, and cultural identity of Seattle's Pioneer Square and Chinatown-International District neighborhoods.

HSD was created by the Washington State Legislature as the first community preservation and development authority in the state to respond to impacts from ongoing construction of major public facilities, public works, and capital projects in the two historic neighborhoods. It is governed by a board comprised of community volunteers who represent and are elected by community stakeholders from Chinatown-International District and Pioneer Square.

HSD seeks an Executive Director with the ability and leadership skills to scale the organization up from a volunteer-run board of directors, to a highly effective public instrumentality for HSD communities. Over the next several years, the organization will lead an effort to invest in community-based projects in the Pioneer Square and Chinatown-International District area. The Executive Director's roles will range from leading day to day operations to advocating for these neighborhoods for advancing strategic projects. Additionally, HSD seeks a leader with political experience at the state and local levels.

#### **PRIMARY JOB FUNCTIONS**

##### **Scale the organization**

- Develop staffing structure, hire staff
- Develop granting program and projects to support HSD's mission
- Develop organizational and financial policies and procedures

##### **Provide political and legislative acumen**

- Build effective relationships and advocate with Washington State legislators and staff on behalf of HSD communities
- Build effective relationships and advocate with the City of Seattle and King County staff, elected officials on behalf of HSD communities

##### **Lead Day to Day Operations**

- Ensure revenue, staffing, internal systems and grant compliance
- Recruitment, training and retention of quality staff
- Oversight of contracts, management of day to day business and administrative tasks
- Annual budget development, monthly review and summation of monthly financial reports

##### **Collaborate with local community organizations**

- Develop and maintain effective, collaborative relationships with local community based organizations
- Engage with stakeholders to support programs and projects

## **QUALIFICATIONS**

### **Required Education and Experience**

Bachelor's Degree required, Master's Degree preferred in non-profit, public administration or related field, and at least three-five years of relevant experience in leading organizations or programs. The most successful applicants will have experience working with a variety of community groups and engaging with the public to design programs and opportunities that have broad community interest and support.

### **Experience/Skills**

- Ability to manage multiple, complex projects
- Financial competency, advanced knowledge of budget analysis and project accounting
- Familiarity working with a Board of Directors and elected officials
- Experience building and scaling organizations
- Comprehensive knowledge of non-profit management
- Effective leadership skills supervising staff and consultants
- Facilitation, negotiation and presentation skills
- Experience in initiating and managing grant programs
- Community engagement, public outreach

**Additional Qualifications** The *most highly qualified applicants* will have demonstrated knowledge in several areas:

- A combination of experience working in governmental, non-profit and private arenas
- Financial management
- Grant program processes including technical assistance, applications and materials development, and peer panel and contract administration
- Familiarity with municipal, non-profit and cultural organizations and individuals in the two historic districts
- Familiarity with local, regional and national funding resources
- Resource development, which may include development of sponsorships, partnerships, and funding requests to support funding initiatives

## **ADDITIONAL INFORMATION**

- The HSD office is located in the Seattle Chinatown-International District
- This position consists of a 40 hour work week, generally Monday through Friday. Occasional evening and/or weekend hours are required.
- This position reports to the HSD Board of Directors, and works collaboratively with local neighborhood organizations
- This position includes a medical benefits package and is classified as Full Time
- Salary range 85 – 110K

Please submit a cover letter expressing why you are interested in this position and a current resume or CV to [info@historicsouthdowntown.org](mailto:info@historicsouthdowntown.org) by August 31<sup>st</sup>, 2017.

We will not respond to inquiries. No agents please.