



Position Title: President and CEO
Reports To: Board of Directors
Salary: Commensurate with experience

Position Summary

The purpose of the President and CEO position is to lead, facilitate and motivate personnel and stakeholders to accomplish the vision and Master Plan for Downtown Arlington.

Subject to the direction of the Board of Directors, the President and CEO supervises, directs, and manages the day-to-day business and management of the organization.

Essential Tasks and Responsibilities:

- Provide leadership in the implementation and enhancement of strategic action plans that include concise measurable objectives and goals consistent and with the organization's mission statement to foster economic, cultural, and educational vitality.
- Maintain strong working relationships with leadership from the City of Arlington, the University of Texas at Arlington, business and property owners within the Business Improvement District, the Arlington Chamber of Commerce, the Arlington Convention & Visitors Bureau and the Arlington Police Department.
- Facilitate consistent, informative and effective communication. Serve as chief spokesperson and primary advocate representing the organization across various media platforms, government agencies, other downtown and community organizations and other public and private entities. Attend City Council meetings to champion Downtown Arlington projects.
- Recruit, manage and train a qualified team to achieve the vision of the Board of Directors.
- Prepare, oversee and implement the budget as approved by the Board of Directors.
- Provide leadership to drive achievement of program goals:
 - Advocate for current businesses that are in Downtown Arlington.
 - Identify and recruit new businesses and participate in incubator/innovation depot project.
 - Maximize and extend use of TIRZ (tax increment reinvestment zone) to provide infrastructure financing.
 - Promote, develop and expand the Downtown Arts & Cultural District.
 - Execute strategies to facilitate public transportation and bike share program.
 - Continue work on safety, wayfinding, streetscaping and beautification for Downtown Arlington.

- Create awareness and build consensus for Downtown Arlington's activities, programs, services and special events.
- Manage marketing, advertising and public relations initiatives to effectively communicate Downtown Arlington's brand and value proposition.
- Increase revenues and expand funding sources to enhance the effectiveness of the organization through grants, sponsorships and other resources.
- Maintain a strong understanding of zoning, development and City policies. Stay abreast of successful downtown revitalization strategies.
- Oversee the planning, implementation and follow up of Board and Committee meetings, task forces, presentations and special events. Coordinate Board agendas, minutes and correspondence.
- Perform other tasks assigned by the Board of Directors relevant to achieving the objectives and the purpose of the position.

Qualifications

Education: Bachelor's degree in related field (public administration, business administration, economic development, urban planning or communication)

Experience: 3-5 years of downtown management experience or economic development, land use planning, or urban planning. 5-7 years of management experience including direct oversight of administration, financial, service delivery systems and staff resources. Background in business improvement district management preferred.

Must be well-organized and capable of managing multiple projects simultaneously.

Possess excellent written and verbal communication skills.

Submit cover letter and resume to Valerie Landry at valeriel@thesanfordhouse.com by June 5.