

PRESIDENT AND CEO

Downtown Indy, Inc.

 Indianapolis, IN

 2 direct reports; 7 additional staff

DOWNTOWN INDY, INC. BY THE NUMBERS

Source: DII 2022 Community Report

Social & Earned Media

 **50,000+** followers
 **22,700** followers
 **111,800** followers

337 BROADCAST | **833** PRINT/ONLINE STORIES
4,325 SOCIAL MEDIA MENTIONS

Monument Circle

30 DII EVENTS
28 THIRD-PARTY RENTALS

Volunteer Efforts

8 VOLUNTEER EVENTS
300+ VOLUNTEERS ENGAGED

SUMMARY

Downtown Indy, Inc. (DII), an Indianapolis-based, private, civic nonprofit organization established in 1993 as a public/private partnership to promote and encourage the continued development of a diverse, vibrant, and pedestrian-friendly Downtown, is seeking a visionary and collaborative leader, skilled relationship builder, accomplished place-maker, business manager and financial executive to serve as its next president and chief executive officer.

The president and CEO will convene and lead diverse stakeholders invested in a vibrant, economically resilient Downtown at a transformational moment for the organization and community. The new leader will work every day to strengthen this key region and amplify its role as the economic and cultural engine for the city of Indianapolis. This is a unique opportunity, driven by unprecedented investment and development Downtown. Dramatic, game-changing projects are rebuilding the fabric of the city, increasing its density, attracting thousands of new residents, and creating exciting new centers and districts.

This leader will guide DII's efforts around vision-setting, planning, data gathering and development; management and safety; business and residential growth strategy; event programming; and marketing, while continuing to develop a culture of teamwork, collaboration and coordination within the organization and among other agencies, businesses and government entities.



Open mic night
on Monument Circle



Mass Ave

THE ROLE

The president and CEO oversees all aspects of the organization, including fundraising, financial management, board management and program oversight. They directly supervise a team of two vice presidents and indirectly supervise a team of seven.

As the chief executive officer, the DII president works in partnership with the DII board and key stakeholders to establish the strategic direction for the organization and ensures alignment with DII's mission. They oversee the day-to-day operations, ensure fiscal responsibility within the organization, and protect organizational identity and assets. They also serve as liaison to the DII board of directors, Mayor's Office and other key stakeholders.

This full-time position reports to the Downtown Indy, Inc. board of directors and requires evening and weekend hours as necessary for security briefings, events and meetings.

The salary for this position is expected to be \$180,000 to \$200,000. The DII benefits package includes medical, dental, and vision insurance; life and disability insurance; retirement plan with match; paid time off; and free downtown parking.

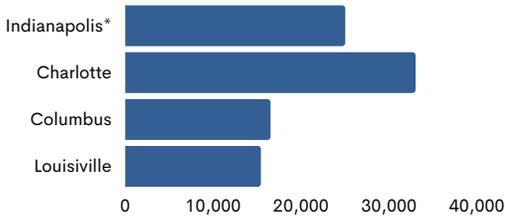
ADDITIONAL RESPONSIBILITIES

- Lead immediate and long-term planning for the commercial, retail, and residential development and growth of Downtown.
- Increase the organization's commitment to diversity, equity and inclusion by driving initiatives to build diversity with DII staff, board, and vendors while increasing the number of Black and Brown-owned businesses in the urban core.
- Work with the vice president of finance and operations to prepare annual plans and operating budgets for board approval. Additionally, prepare agenda and board packages for quarterly meetings and manage the executive committee and governance committee.
- Maintain organizational records and work with the vice president of finance and operations to supervise tax and audit services. Provide the board with periodic management reports, operating statements, and cost and program analysis.
- Supervise all administration, including ensuring sufficient information technology and administrative resources, conducting performance evaluations, and establishing and overseeing administrative deadlines, reports and requirements.
- Work with the senior vice president of marketing to develop and implement established and updated marketing programs and public relations strategies, including special event planning to reach the local, residential market and other Central Indiana visitor markets.

DOWNTOWN BY THE NUMBERS

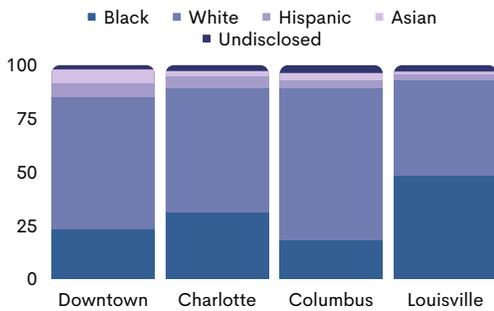
Source: DII 2022 Community Report

Population

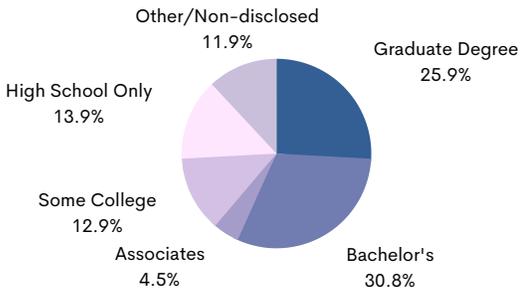


*Census tracts extend beyond Regional Center

Racial Demographics



Education Attainment



Highlights

72 NEW BUSINESSES IN 2021
10 COMPLETED PROJECTS
14 MONUMENTS & MEMORIALS
340+ ACRES OF GREEN SPACE
440+ BARS & RESTAURANTS
8,488 HOTEL ROOMS
32 ARTS & CULTURAL INSTITUTIONS
3 FORTUNE 500 COMPANIES
30 PLACES OF WORSHIP

ADDITIONAL RESPONSIBILITIES (CONTINUED)

- Approve all vendor, contractor and consultant relationships and manage them in partnership with vice presidents.
- Secure long-term, sustainable funding for the organization, including serving as the key driver of annual memberships and sponsorships to raise a more than \$2 million annual budget from both private and public sector partners.
- Work with the City of Indianapolis (Mayor's Office, City Departments, City-County Council) on all aspects of government relations impacting Downtown, including attending relevant committee meetings.
- Improve and expand relationships with corporate, community, government, residential, philanthropic and institutional partners. Serve as the liaison to community and civic groups, government, and elected officials, including but not limited to the City of Indianapolis, City-County Council, Lilly Endowment, Inc., Indiana Sports Corp., Visit Indy, the Capital Improvement Board, Indy Chamber and the Indianapolis Arts Council.
- Serve as the primary spokesperson of the organization, representing the business and residential interests of Downtown stakeholders on key community initiatives, issues and other relationship management functions.

QUALITIES WE'RE LOOKING FOR

The DII president and CEO must be an action-oriented, results-driven leader who is passionate about the future of Downtown while increasing the relevance and value of the organization they will represent. This leader will be committed to empowering a team of talented professionals, working across sectors and setting an inclusive vision to ensure the ongoing growth and success of Downtown Indianapolis.

Additional skills and qualifications include:

- Bachelor's degree required. Master's degree or equivalent, additional experience preferred.

QUALITIES WE'RE LOOKING FOR (CONTINUED)

- Minimum of 10 years of executive-level, organizational leadership with particular excellence in managing and motivating a professional staff, as well as engaging board and volunteer leaders.
- Demonstrated experience in executive management, as well as a robust understanding of marketing, public relations, economic development, government relations, volunteer management, nonprofit management, event planning and fundraising.
- Strong written and oral communication skills.
- Ability to manage and resolve conflict.
- Well-organized, energetic, personable, entrepreneurial and creative.
- Proficient in the use of technology to create and manage systems and build efficiencies across the work of the organization.
- Ability to work well with a diverse group of leaders, businesses, volunteers and community groups who may sometimes have competing interests.
- Demonstrated advocacy for and engagement with Downtown Indianapolis and the challenges and opportunities that currently exist.

HOW TO APPLY

Interested candidates may submit a resume and cover letter through our online application portal at <https://bit.ly/DowntownIndy>.



We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

DII is an equal opportunity employer. Our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions, and sexualities as well as veterans and people with disabilities. Throughout our hiring process, we will actively recruit a diverse group of candidates, advertise broadly, craft job descriptions to be inclusive, and include a diverse group of candidates within the interview pool.

All questions should be directed to Blake Johnson at blake@bluetiestrategies.com.

