

Position Description

Title: President & Chief Executive Officer (CEO)

Status: Full-time, exempt

Supervisor: Board of Directors

Positions Supervised: All DAP employees

GENERAL SUMMARY

The President & CEO (CEO) of Downtown Akron Partnership (DAP), a 501(c)3 organization, is a proven leader and professional who understands the design, programmatic, and human factors necessary to continue downtown Akron's progress as a vibrant and valuable place for all. The CEO will champion the growth and vitality of downtown Akron as a catalyst for the success of the region and establish relationships with key stakeholders to ensure progress. The CEO leads DAP in downtown advocacy, promotes businesses, supports residents and property owners, performs research, market analyses, and studies, markets the downtown area as a destination, and serves as an information source to stakeholders and the public. The CEO also develops and manages a number of relationships, fosters collaboration, and brokers partnerships throughout the region. The CEO initiates, leads, plans, facilitates, and manages DAP activities. The CEO provides strategic leadership to both the DAP and Downtown Akron Special Improvement District (DASID) Boards of Directors and staff by establishing and implementing long-range goals, strategies, plans, and policies and overseeing a team of professional staff of DAP employees.

JOB REQUIREMENTS

1. Knowledge of best practices related to downtown and place management.
2. Ability to effectively guide a team and work with a wide variety of stakeholders and interests.
3. Ability to build strategic partnerships, to collaborate effectively, and to communicate and promote new ideas to diverse stakeholders.
4. Knowledge of executive-level management and organizational principles including effective issues and meeting management, policy writing, and decision making.
5. Knowledge of applicable local, state, and federal laws and ordinances that affect the operation of the organization.
6. Ability to communicate effectively orally and in writing for and solicit input from employees, Board of Directors, elected officials, members, funding sources, and stakeholders.
7. Ability to plan, implement, and manage change within the organization.
8. Ability to determine policy, budgetary, and operational needs to be presented to the Board of Directors as originated by incumbent or recommended by employees and assessed by incumbent.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Initiates, leads, plans, facilitates, and manages the activities of DAP, such as marketing, stakeholder engagement, community relations, advocacy, fund development, events and programs, grants management, district management, and clean and safe operations.
2. Acts as liaison with partner organizations, such as Elevate Greater Akron, Greater Akron Chamber of Commerce, METRO RTA, Akron-Summit County Public Library, Akron Summit Convention and Visitors Bureau, and Development Finance Authority.
3. Identifies and grows additional resources and funding sources to leverage investment of stakeholders and build partnerships.
4. Understands the organizations' financials, stakeholders, policies, bylaws, articles of incorporation, plans, and strategies.
5. Conducts studies and research to determine benchmark progress on initiatives to share with stakeholders.

6. Supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations.
7. Manages budgets and resources effectively and efficiently; knows and understands the organization's financial position. Prepares (in conjunction with the Board Finance Committee), all budgets required for the day-to-day operation of DAP and DASID.
8. Contracts with and manages vendors and outside service providers effectively; sets expectations and holds them accountable.
9. Sets agendas for DAP and DASID board meetings and reports current activities and measurable results to the Board of Directors. Organizes and ensures all board meetings, including committee meetings, take place in a timely fashion.
10. Complies with open meeting and public record laws and public auditing requirements.
11. Establishes and maintains strong working relationships and collaborations with private stakeholders, elected officials, public agencies, community partner organizations, and community leaders.
12. Works with developers, property owners, business owners, brokers, residents, community groups, funders, and government agencies in efforts to develop and encourage investment in downtown.
13. Works closely with the City of Akron and its relevant departments to accomplish DAP and DASID goals and projects and works with other public entities, such as the County of Summit. Attends relevant government and public meetings.
14. Oversees the planning, development, and implementation of all DAP and DASID goals and objectives as approved by the Boards of Directors.
15. Acts as an ambassador for the organization and for the community.
16. Demonstrates commitment to and understanding of the value of diversity.
17. Oversees a regular calendar of special events and promotional activities designed to keep downtown a vibrant and valuable place for all.
18. Assists with recruiting and orienting new Board members and recommends continuing education for Board members and staff, including continued development of CEO to align with industry best practices.
19. Complies with organization's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, computer use, personal conduct, professionalism, and confidentiality.
20. Some evening and weekend work required.
21. Performs other duties as assigned.

SUMMARY MINIMUM EDUCATION & EXPERIENCE REQUIRED

- Education: Bachelor's degree in a relevant field; MBA or other advanced degree preferred.
- Certifications or licensure: Eligibility for Leadership in Place Management Certification is preferred.
- Years of relevant experience: At least 5 years is required, 10 or more is preferred.
- Years of experience supervising: At least 2 years is required.
- A valid Driver's license, automobile insurance, and reliable personal transportation is required.
- Criminal background and education verification checks are required.

POSITION

Position is full time, salaried, at-will employment with a salary range of \$90,000-\$102,000 depending upon experience. DAP offers health, dental, and vision insurance, 11 paid holidays, and 5 days of paid time off after 3 months of continuous employment. Paid time off increases at 6 months, 1 year and 3 years. Starting paid time off may be negotiated. DAP is committed to continuing the engagement and education of our team through ongoing professional development and networking opportunities throughout the year.

ADDITIONAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not an exhaustive list of all responsibilities, duties and skills required of the President/CEO. All DAP personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Downtown Akron Partnership is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all.

TO APPLY:

Please send a cover letter and resume to DowntownAkronPartnershipBoard@gmail.com with President/CEO in the subject line.