



Chief Operating Officer

The Nashville Downtown Partnership (NDP) seeks a dynamic leader to become our Chief Operating Officer (COO). The COO has leadership and management responsibilities for all administrative, financial, information technology, human resource, and risk management functions of the organization as well as a leadership role in business strategy and long-term planning. This hands-on position reports to the President and CEO (CEO) and serves on the executive leadership team. NDP is looking for a mission-focused, seasoned, strategic, and process-minded leader with experience fostering a service-performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at NDP deliver measurable, cost-effective results that make the core purpose a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives NDP's success.

The Nashville Downtown Partnership was created in 1994 as a private, nonprofit corporation dedicated to serving the businesses, employees, residents, and visitors in Nashville's downtown. Through our work and partnerships, we ensure downtown is a clean, safe, active, and attractive neighborhood to be shared by all Nashvillians. Currently NDP has an operating budget near \$15 million annually and oversees an additional \$10 million through public facility contracts.

For more information, please visit our website at: www.nashvilledowntown.com

The successful candidate will most likely have had management experience with a for-profit service delivery organization. As noted, this is an organization driven by the values of its people, so experience in managing a "values-driven" organization will be highly prized. Additional requirements are:

- Results-proven track record of exceeding goals and a bottom-line orientation
- High level of business acumen including successful P&L management; the ability to balance the delivery of programs/services against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- Knowledgeable of downtown leadership organizations a plus.
- Budgeting Experience - Proven ability engaging managers and staff in an effective and inclusive budgeting process. Ability to monitor budgets and provide timely information on expenditures and monitoring of the annual budget. Capable of translating financial expertise into language staff and volunteers can understand.
- Able to multi-task in a fast-paced in person environment.
- Excellent computer skills with demonstrated proficiency and speed in a Windows environment and all aspects of Microsoft Office.



- Strategic Vision and Agility- ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plans.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation.
- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- Solid educational background—undergraduate degree required, MBA or similar advanced degree desired.

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. NDP is prepared to offer a very attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.

Applicants should submit a letter of interest, and a current resume to:

NDP Search Committee

c/o Parsons Consulting

Email: Frank@parsons2consulting.com

Applicant screening begins immediately and continues until the position is filled. Organization is an Equal Opportunity Employer