



Executive Director Helena Business Improvement District

The Helena Business Improvement District (BID) is seeking a full-time Executive Director to collaboratively lead the downtown Helena community. The organization represents property owners within Helena's legally constituted city district. Revenues to fund the BID programs and services are derived from a special tax assessment on the district's property owners. The BID is a catalyst for economic development in the heart of Helena and provides a vision and voice for the downtown community. Through our programs and services, the BID works to keep the downtown a beautiful, vibrant, and safe place to work, shop, invest, explore, dine, and play.

Title: Executive Director
Reports To: BID Board of Trustees
Salary: \$70,000 - \$75,000 DOE; Exempt
Benefits: Insurance Stipend; Simple IRA Company Contribution, Phone Allowance

Position Summary:

The Executive Director reports to the Board of Trustees, and is the leader of the organization, managing 1 full time program manager and 4 part time seasonal maintenance ambassadors. The Executive Director is responsible for overseeing the day-to-day operations of the organization and the implementation of all programs of the BID, including 3 active grant programs, the annual installation of downtown holiday decorations, a seasonal banner program, and a summertime flower basket program. Using the Downtown Master Plan and the Downtown Multi-modal Plan, this position is expected to prioritize community projects in a structured and systematic way. The Executive Director works collaboratively with other downtown stakeholders, such as the Helena Area Chamber of Commerce, Visit Helena, local business and building owners, and representatives from the City of Helena, to find solutions that keep downtown Helena a business and visitor friendly location. The Executive Director is expected to have a forward-looking vision for Helena, and the ability to build consensus among diverse groups. This position requires flexibility, creativity, attention to detail, and problem-solving skills. Some advocacy, fundraising, and marketing is expected.

Responsibilities

- Coordinate monthly Board of Trustee meetings and subcommittee meetings.
- Develop and manage the annual budget and workplan for the BID, which is approved by the BID Board of Trustees and subsequently the Helena City Commission.
- Prepare and distribute an Annual Report that highlights the accomplishments of the BID.
- Supervise and hire BID staff to ensure projects are completed to a high level and on a deadline.
- Manage outside contractors as necessary to complete projects.
- Oversee 3 grant programs that invest in downtown: façade grants, event grants, and business development grants.
- Oversee the flower basket program and the installation of holiday decorations.
- Oversee marketing and promotion efforts on behalf of the downtown.
- Manage current sponsorships and cultivate new sponsors for downtown programs.
- Complete administrative tasks that are required to run the organization.

- Work with business owners and other stakeholders to ensure downtown is a business and visitor friendly location.
- Work with businesses to understand their needs and advocate on their behalf.
- Work with partner organizations Visit Helena and the Chamber of Commerce to attract new businesses and increase visitors downtown.
- Take the lead on special projects such as installing a downtown public restroom to help Helena meet growing needs.
- Take the lead on implementing the Downtown Master Plan and the Downtown Multi-modal Plan.
- Attend City Commission meetings and other public meetings that impact the efforts of the BID.
- Act as the primary contact for media outlets for the BID.
- Serve as the Helena Montana Main Street program coordinator and fulfill the requirements to remain accredited.

Qualifications

- Strong commitment to the vision and vibrancy of downtown Helena.
- Strong public relations skills, with the ability to work effectively with a diverse constituency.
- Executive level experience including working with a board, overseeing an annual budget, managing staff, fundraising, and working with the public.
- Experience with community building.
- Experience working with government officials.
- Ability to lead an organization through change.
- Successful experience in fundraising and grant management.
- Demonstrated ability to lead public meetings with finesse and tact.
- Demonstrated skills in problem solving and diffusing conflicts.
- Demonstrated working knowledge of the use and application of building codes, zoning codes, and parking management strategies in downtown environments.
- Working knowledge of what a BID does.
- The ability to work effectively on multiple projects and delegate tasks and responsibilities to staff and board members.
- Excellent computer skills with experience working with Microsoft Suite, Zoom, Constant Contact, Wix, and other programs.

Working Conditions

- Work in an office environment.
- Work outdoors in all weather conditions when required.
- Some nights, early mornings, and weekends are required.
- Physical demands include standing, sitting, speaking, seeing, lifting, carrying, pushing, and pulling.

Educational Requirements:

The required knowledge and skills for this position are typically acquired through a combination of education and experience equivalent to a bachelor's degree and 5 years of increasingly complex responsibilities in non-profit management. All candidates should have proven leadership, organizational management, and supervisory experience. Candidates with unique backgrounds that meet the experience requirements are encouraged to apply.

How to Apply

Email your resume, cover letter, and 3 references to director@helenabid.com. Preference given to applications received by July 15th.