



**Position Title:** Executive Director

**Reports To:** Board of Directors

**Job Type:** Full-time, Exempt

**ABOUT TEXAS DOWNTOWN:**

Texas Downtown is a 501(c)(6) nonprofit membership organization founded in 1985 to connect and serve downtown professionals and champions. At the time, downtowns across the state were suffering from a lack of investment and there was no organization that was dedicated to turning the tide. Today, Texas Downtown is the only statewide downtown organization whose mission is to provide members with resources, advocacy, education, and connections to develop vibrant districts.

**POSITION OBJECTIVES:**

The Executive Director is responsible for the successful leadership and management of Texas Downtown, a 300+ member statewide nonprofit organization, according to the strategic direction set by the Board of Directors.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Board Governance**

- Work closely with the Board of Directors to set the strategic direction of the organization and to develop and implement policies and programs that support the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board of Directors in a timely and accurate manner, providing all the necessary information for the Board of Directors to function properly and to make informed decisions.

**Financial Planning and Management**

- Operate within the approved budget and manage Quickbooks, basic bookkeeping, and coordination with CPA.
- Monitor the financial health of the organization and provide reports to the Board of Directors.
- Identify and secure additional resources, including funding and partnerships, to support the organization's mission, programs, and activities.

**Programming:**

- Oversee the planning, implementation, and evaluation of the organization's programs and services that contribute to the organization's mission and reflect the priorities of the Board of Directors.



- Work directly with committees to ensure that the programs and services offered by the organization are being executed. Committees include but are not limited to:
  - Anice Read Fund Committee
  - Annual Conference
  - Engagement
  - Advocacy

#### **Operations**

- Oversee the efficient and effective day-to-day operation of the organization.
- Develop and implement systems and processes to ensure the smooth and efficient functioning of the organization.
- Manage full time staff, delegating responsibilities, setting clear expectations and goals, and providing training and development opportunities.

#### **Community Relations & Advocacy**

- Build and maintain relationships with key stakeholders, including members, partners, and government officials, to advance the organization's mission and goals.
- Manage membership database, including retaining current members and recruiting new members.
- Represent the organization at relevant conferences, meetings, and other events, and serve as a spokesperson for the organization.
- Work with the Board of Directors to identify and pursue opportunities for advocacy on behalf of the organization and its members.

#### **QUALIFICATIONS & REQUIREMENTS:**

- Bachelor's degree in economic development, marketing, communications, or related field
- Minimum of 5 years of experience in nonprofit management, preferably in a membership-based organization
- Ability to work nights and weekends, as needed
- Some travel required, 10-20% - dependent on schedule of events and travel to member cities
  - Texas Downtown Staff will meet regularly via Zoom or other virtual methods and meet in person during scheduled Texas Downtown activities and as needed.
- Ability to lift and carry up to 50 lbs.
- Must be able to operate a motor vehicle and have a valid driver's license

#### **PROFICIENCIES & ABILITIES:**

- Strong communication and interpersonal skills, with the ability to effectively engage and influence a diverse range of stakeholders



- Experience working with a board of directors and ability to build strong working relationships with board members
- High level strategic thinking and planning skills. Ability to envision and convey the organization's strategic future to the staff, board, members, and other stakeholders
- Ability to manage and motivate staff and volunteers
- Strong financial management skills, including budget development and management
- Experience with fundraising and grant writing
- Knowledge of current downtown revitalization challenges and opportunities relating to the mission of downtown revitalization is desirable
- Knowledge of leadership and management principles as they relate to non-profit organizations is highly desirable
- Knowledge of all federal and state legislation applicable to nonprofit organizations
- Knowledge of nonprofit financial management **Proficiencies & Abilities:**
- Microsoft Office Software (Office, Word, Excel, PowerPoint, and Outlook)
- Google Suite (Gmail, Google Drive, Google Docs, etc.)
- Quickbooks
- Dropbox, Canva

#### **BENEFITS:**

- Salary commensurate with experience (\$75,000 - \$80,000 range)
- Paid holidays, sick, and vacation days
- This position is remote and requires a strong, reliable, and secure internet connection. The preferred location is Austin, but any Texas community will be considered.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed in this position and is not all-inclusive of every job function. Position may be required to perform position-related tasks other than those specifically listed in this description.*

#### **APPLICATION PROCESS**

Interested individuals should send a cover letter, resume and references to:

[info@texasdowntown.org](mailto:info@texasdowntown.org)