

Job Title: BID Executive Director

Reports to: Executive Committee of Downtown Janesville, Inc.

Desired Outcomes:

- Increase awareness and attendance of downtown events with goal of increasing downtown business
- Retain, recruit businesses to downtown Janesville
- Increase the number of downtown businesses acting as positive agents of Downtown Janesville, Inc. (DJI) and Downtown Janesville Business Improvement District (BID)
- Efficiently execute administration needs of DJI and BID

Summary:

The Executive Director develops, conducts, executes and documents Downtown Janesville's Business Improvement District (BID) and has oversight over daily operations. He or she also serves as a liaison between and among all Downtown Janesville Inc (DJI) committees, the DJI Board of Directors and the BID Board. The Director is an advocate for the downtown, and a source for information, resources, and activities related to downtown revitalization, and is a key spokesperson for the BID and its efforts.

The Director will work with the BID Board, DJI and City of Janesville to execute the operating plan of the BID Board and DJI. Economic Development Coordinator and ARISEnow Committee to implement the ARISE plan. The executive director will proactively engage downtown businesses and act as a connector in the community.

This position is a part-time, averaging 25 hours per week, and 12 months per year position. The hours worked will vary with program needs including weekend and evening hours.

The Director's duties include, but are not limited to:

- Develop and execute key events for downtown Janesville including 2 signature events
- Oversee cohesive marketing campaigns with inclusion of downtown businesses
- Establish and track attendance at events
- Advocate for downtown businesses and liaison between downtown businesses and City of Janesville
- Creation of an informational packet to be distributed to new downtown businesses and existing businesses
- Coordinate quarterly townhall meetings to engage and inform downtown businesses (BID work overview)
- Build database of potential downtown businesses (demonstrated desire to be downtown, surrounding city businesses that expand) to allow continued outreach on downtown happenings and location options
- Build newsletter to BID contributors to communicate key actions
- Attend and report at DJI meetings and BID board meetings
- Direct administrative functions including purchasing, record keeping, budget development, accounting, preparing reports for funding agencies, and grant applications.

Skills and experience:

- High school graduation or equivalent
- Strong computer skills,
- Strong verbal and written communication skills
- Highly organized and able to work independently
- Motivate and work with volunteers
- Effective public speaker
- Budget experience and fiscally responsible
- Good working knowledge of State of Wisconsin Open Record Laws
- Valid driver's license

Benefits:

Part-time position

To apply:

Email resume with a letter outlining why you believe you are the right candidate for this position to BIDJanesville@gmail.com by January 9, 2018. All inquiries will remain confidential, but will be reviewed by a committee consisting of members of the BID Board, Downtown Janesville, Inc., and the ARISEnow Committee