

POSITION ANNOUNCEMENT AND DESCRIPTION

August 2006



Charles Village Community Benefits
District Management Authority

EXECUTIVE DIRECTOR / ADMINISTRATOR

The Charles Village Community Benefits District Management Authority (CVCBDMA) seeks an Executive Director/Administrator with a strong management and customer service background. The Management Authority oversees and manages the provision of supplemental safety and sanitation services for the Charles Village Community Benefits District, a 100 square block area in north-central Baltimore City. The Management Authority also promotes and markets the District and the work of the Authority. The CVCBDMA's mission is to "work for a cleaner, safer, more vibrant heart of Baltimore." Visit <http://www.charlesvillage.org> for more detailed information.

The District is comprised of four neighborhoods with major education and cultural institutions within the boundaries, and an approximate population of 14,000. The Management Authority is a unique partnership of community, business, and the public sector. It is a quasi-public entity governed by an all-volunteer community elected/appointed Board of Directors. The Management Authority has a capable staff that provides direct services to the District.

The Executive Director/Administrator plays a key role in the Management Authority. She/he ensures that the services provided are efficient, effective, customer service oriented; meet expected outcomes; and that the public knows the work of, and how to take advantage of, the services of the Management Authority. She/he oversees the organization's budget and fundraising efforts, and initiates and convenes partnerships to advocate and ensure the District gets what it needs. She/he provides for the overall success of the Management Authority in serving its customers.

Summary of Responsibilities: The Executive Director/Administrator will be responsible for the day-to-day operations of the CVCBDMA including administration of the organization, management of personnel and programs, budget management, fundraising, and public relations. The Executive Director/Administrator will report to the Board of Directors.

Responsibilities:

Administration of organization

1. Work with the Board of Directors to ensure the legislative mandate and mission of the organization is fulfilled.

2. Work with the Board of Directors and Board Committees to oversee implementation of policies of the organization and monitor compliance with statutory requirements, such as elections, submission of annual budget, quarterly reporting, meeting notices, and others.
3. Work with city agencies to negotiate and ensure the baseline services agreements are maintained and followed.
4. Convene partners, funders, residents and other stakeholders to ensure the Management Authority has the resources and assistance needed to fulfill its mandate and mission.
5. Develop annual budget and track expenses accordingly in cooperation with the Treasurer and the Budget and Finance Committee of the Board.
6. Maintain and improve, where needed, the oversight of insurance policies, bill payment, spending, and cash flow.
7. Work with accountant to implement annual independent audit.

Management of Personnel and Program Operations

1. Manage and supervise program managers and ensure management of all staff is effective.
2. Set high performance standards, expectations, and goals for each program and work with staff to meet those goals and standards.
3. Make decisions on hiring and removal of program managers, work with program managers to hire their respective staff.
4. Work with the Personnel Committee and others to ensure that personnel policies are up to date, complied with, and effective.

Resource development and fundraising

1. Work with the Board Budget and Finance Committee and other Board members to set and execute an effective annual fundraising plan that will supplement surtax funds from a diverse funding base.
2. Build and maintain partnerships that enable effective resource development and fundraising.
3. Perform staffing duties for the Charles Village Community Foundation, the 501(c)(3) mechanism for the Management Authority and other programs in the District.

Public Relations

1. Build and maintain critical relationships with city officials, stakeholders, elected and government employees, the media, funders, and other strategic partners of the organization.
2. Communicate with government agency leaders, funders, stakeholders, and the public regarding program needs.
3. Develop and maintain public relations and communications strategy that includes community outreach, education about safety and sanitation issues, and making use of the services of the Management Authority. Oversee all communications with various media.

Qualifications: Candidates must have a minimum of five years work experience in organizational management, including public relations, budgetary oversight, employee supervision, and contract management. Candidates must have a strong background in personnel and program management as well as excellent communications, negotiations, and writing skills; organizational and systems capacity;

problem solving and resource development ability. Candidates must also be able to work flexible hours and are comfortable communicating and working with a range of people including residents, business owners, politicians, government employees, funders, and the media. Bachelors / Masters Degree preferred. Preference is given to residents of Baltimore City or those willing to move to Baltimore City within a year's time of commencing employment.

Benefits: This is a salaried position with full health, dental, and visions benefits. Starting salary is \$55,000 +

Interested candidates should address questions and send cover letter and resume by September 8, 2006 to:

CVCBDMA Executive Search

C/o Strategic Management Consulting

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