



The Mack Road Partnership's (MRP) Board of Directors is seeking an Executive Director to lead and manage the activities of the business organization. The new executive will be hired by and report to the Board of Directors. He/she will oversee and implement programs that have been developed by the organization. The board will continue in its current role, setting policy direction and supporting the Executive Director.

The ideal candidate will possess the ability to work with diverse business and community-leaders and to function independently. The candidate will also have thorough experience in organizing, implementing and managing a strategic plan to promote Mack Road area businesses, events, programs, activities and opportunities, as well as the ability to efficiently collaborate with diverse groups, businesses, local government agencies and organizations. The ability to work with a Board of Directors and the ability to source and write grants is also desired.

Essential Tasks and Responsibilities of the Executive Director

- Provide leadership to the organization as the MRP Business and Strategic Action Plan is implemented. The plan includes clear and concise and measurable goals and objectives that are consistent with the Mack Road Property and Business Improvement District (MRPBID) vision, as well as with the organization's mission statement.
- Manage contracts between partnering organizations and fulfilling all requirements of the Mack Road PBID Management District Plan (MDP).
- Pursue additional funding sources to augment the organization's revenues.
- Serve as the organization's chief spokesperson and primary advocate, representing the organization with media, government agencies, associations, and public entities.
- Facilitate consistent, informative communication and effective outreach to the organization's Board of Directors, property and business owners, government agencies, community groups, MRP stakeholders, and other constituents.
- Create awareness and build consensus for MRP's activities, programs, and services.
- Oversee the planning, coordination, implementation, and follow-up of Board and Committee meetings, task forces, presentations, and special events.
- In concert with Board of Directors, recruit eligible Board members to help guide and set strategy for the organization.
- Manage staff to oversee the organization's programs and to accomplish the organization's objectives.
- Oversee the organization and implementation of organization's administrative, management, and financial systems and data. This will include the preparation of annual reports, budgets and other important information with respect to the financial accounting of the organization.
- Recruit and supervise all staff members.
- Research, negotiate, monitor, and manage all contracts on behalf of the organization.
- Any other tasks assigned by the Board of the Directors relevant to achieving the objective and the purpose of the position.



Qualifications, Knowledge, and Skills

- Familiarity with the principles and practices of Property and Business Improvement Districts, urban development, parking & transportation policy, local government, and business administration.
- Proven track record of effectively building and maintaining collaborative relationships with stakeholders in the business, residential, institutional and governmental communities.
- Experience in working with a Board of Directors, including noticing, communications, planning, coordinating and other official duties.
- Understanding of issues confronting business and property owners, public agencies and community organizations.
- Ability to communicate effectively with individuals and groups, in written and oral form.
- Capacity to identify and formalize new revenue streams.
- Capability to source, write and manage grant funding.
- Work independently, exercising good judgment and decision-making.
- Creative and innovative thinker with excellent problem analysis and resolution skills.
- Able to prepare and manage a budget with prudent fiscal management and analysis skills.
- Proficient in effectively managing, training, evaluating and motivating employees.
- Adept at public relations, marketing and outreach.
- Familiar with computer applications utilizing a variety of software that may include but are not limited to MS Word, Excel, PowerPoint, and QuickBooks.
- Plan, organize and manage special events.
- Experience with short and long-range strategic planning for organizations.
- Research, write and manage grants and grant funded programming.

Required Education and Experience

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. Typically, these would be:

- ✓ Equivalent to a Bachelor's degree from an accredited college or university, with major course work in business or public administration, marketing, public relations, community development, economic development or a closely related field.
- ✓ Previous responsible experience in a similar organization involving familiarity with the full range of functions of a Property and Business Improvement District including the management of clean and safe programs, marketing, business development, fundraising, strategic planning, fiscal management, real estate and economic development.



- ✓ Five-to-seven years of business management experience with progressively increasing responsibilities, including the direct oversight and administration of financial and staff resources.

Salary and Benefits

The anticipated annual salary range (DOE) is \$70,000 to \$90,000.

Application Process *(please note that the following dates are subject to change)*

- Advertisement period (July 25, 2017 to August 14, 2017 – 5:00 p.m. deadline)
- Notifications circulated for first round of interviews (August 16, 2017)
- Interviews are tentatively scheduled to begin the week of August 21, 2017
- Final Interviews and Selection with Board of Directors (August 28, 2017 to September 8, 2017)
- Desired Start Date (September 25, 2017)

Submittal of Required Materials

- Completed application (included with this overview)
- Cover letter
- Resume, including three professional references

Application Deadline

Electronic and hard copy applications must be received by 5:00 PM (PST) on Monday August 14, 2017. Applications can be submitted electronically to Seann Rooney at seann@rooneytategroup.com, or by standard mail to 2200 L Street, Sacramento, CA 95816

Incomplete packets will not be considered. No calls please.

The Organization

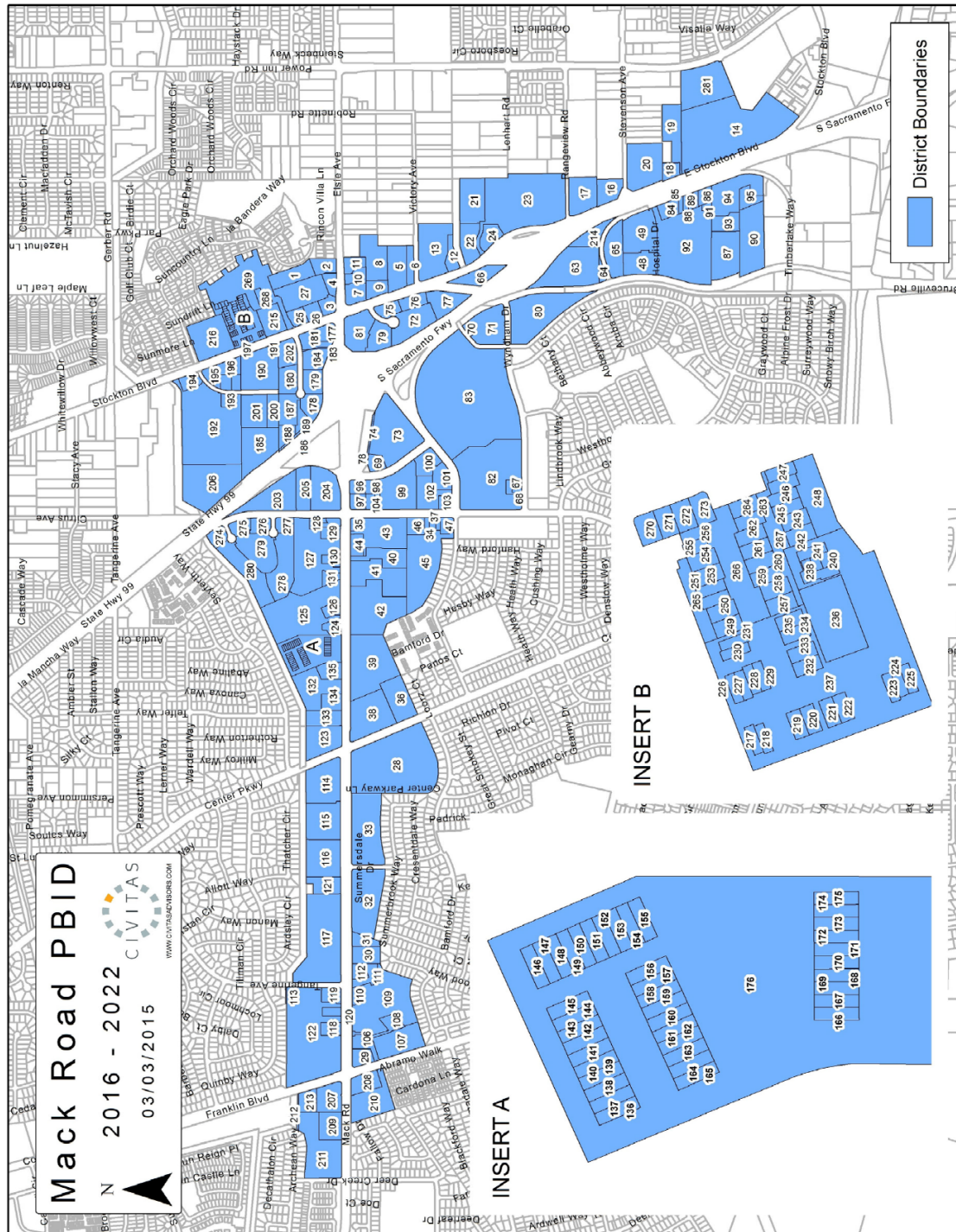
About The Mack Road Partnership

The Mack Road Partnership is a Property and business based Business District (PBID) - a property and business owner collaborative formed for the improvement and growth of the Mack Road Corridor. With safety and security of the corridor at the core of their efforts, the PBID provides for and finds funding for enhanced maintenance, beautification, public safety and marketing and economic development programs above and beyond what the City of Sacramento provides. The MRP is non-profit 501 c-4 organization representing hundreds of businesses and commercial property owners in the City of Sacramento's Mack Road Neighborhood.

MRP's mission is to promote and protect the businesses in Mack Road through public service, support and advocacy. Our vision is to provide businesses, and residents a space to prosper and flourish as a community. MRP staff, with the help and support of Board members, merchants, public officials and our other community supporters, have effectively led programs and have spoken with a strong voice for the Mack Road community.

The District

The Mack Road Partnership's district is a blend of commercial properties, affordable and market rate apartment buildings, medical infrastructure, office park and urban developments. A map of the PBID is shown below.





APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date of Application: _____

Name: _____
(Last, First Middle)

Address: _____
(Street (Apt), City/State Zip)

Alternate Address: _____
(Street City/State Zip)

Contact Information: Telephone _____ Email _____

How did you learn about our company? _____

Position Sought: _____

Available Start Date: _____

Desired Pay Range: _____
(Hourly Rate or Annual Salary)

Are you currently employed? _____

EDUCATION

Name and Location (graduation date, degree and major/area of study)

High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			



Please list your areas of highest proficiency, special skills or any other items that may contribute to your ability to perform well in this position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:
