



## **BID Executive Director Job Description**

Job Title: Executive Director

Location: Five Points, Denver

Salary: \$70-80,000 per year

Job Type: Full-time

### **Job Overview:**

The Five Points Business Improvement District is currently seeking an experienced and dedicated Executive Director to lead and manage the Five Points Business Improvement District (FPBID) in Denver, Colorado. The Executive Director will be responsible for developing and implementing strategies to enhance the overall economic growth and vitality of the district. This requires engaging and collaborating with businesses and property owners in the district.

### **Responsibilities:**

- Develop and execute a strategic plan that aligns with the goals and priorities of the BID stakeholders and the BID board of directors. This includes marketing and promotion, event support, and community engagement initiatives.
- Build strong relationships with local businesses, property owners, and community stakeholders to ensure that their needs and concerns are being addressed effectively.
- Serve as a community broker, connecting stakeholders and the greater community.
- Identify and pursue funding opportunities to support the BID's programs and initiatives, including potential grant writing and fundraising efforts.
- Manage the BID's administration, marketing, budget, and financial resources, in accordance with legal requirements.
- Oversee the hiring, training, and management of contractors, ensuring that they are meeting predefined expectations.
- Work collaboratively with local government officials, neighboring communities, and other stakeholders to advance the goals of the BID and promote economic development in the district.

### **Qualifications:**

- Bachelor's degree in business, economics, public administration, or a similar field.
- At least 3 years of experience in a leadership role, preferably in economic development, community development, or a related field.
- Strong strategic planning and project management skills.



- Excellent communication and interpersonal skills, with the ability to build strong relationships with a diverse range of stakeholders.
- Tech-savvy, with experience utilizing various digital tools and platforms, including social media.
- Knowledge of local government processes and regulations related to economic development and Business Improvement Districts.
- Experience with budgeting, financial management, and fundraising.
- Strong organizational and problem-solving skills, with the ability to manage multiple priorities effectively.
- Passion for supporting small businesses and promoting economic growth in Five Points.

If you meet these qualifications, we encourage you to apply for the position of Executive Director. Please submit a resume and cover letter to **FivePointsBID@gmail.com**