POSITION PROFILE

President
Downtown Boston Business Improvement District
Boston, Massachusetts
The Downtown Boston Business Improvement District ("BID") is a private, non-profit corporation created and maintained by property owners spanning a 34-block area in the heart of Downtown Boston.

Committed to achieving Downtown Boston’s full potential as a premier and vibrant destination, our mission is to significantly improve the experience of all who live, work, visit, go to school, or shop in the Downtown Boston BID by:

- Providing supplemental services to keep the streets and sidewalks clean, upgrade the aesthetic appearance of the district, and make people feel welcomed and safe;
- Promoting and fostering an energetic, thriving, and diverse business climate in the area; and
- Serving as the voice and advocate for the district.

Since its founding in 2011, the BID has been a driving force in creating and maintaining a vibrant and thriving downtown enjoyed by many thousands of office workers, shoppers, students, tourists, and residents.

FOR MORE INFORMATION, VISIT www.downtownboston.org
THE OPPORTUNITY

The President is the top officer of the Downtown Boston Business Improvement District and has the authority to transact everyday business for the organization within established policy guidelines and under the direction of the Board of Directors.

The President is responsible for providing the overall vision and leadership for the organization and developing and maintaining excellent relationships with all stakeholders, including government officials, property owners and developers, business owners, residents, and community leaders. The President serves as the primary spokesperson for the organization, and, in consonance with the BID’s mission and goals, articulates its vision and strategic direction.

The President is ultimately responsible for ensuring that all service provided by the BID meet the expectations of its members. The President is responsible for communicating and demonstrating the progress of the BID to all stakeholders and ensures BID member services are delivered in the most cost-effective and efficient manner. The President reports to the Board of Directors and works closely with the Board, its standing committees, and staff to ensure the mission and vision are clearly defined and followed, the organization remains fiscally sound, and it maintains the highest ethical standards.

Position Responsibilities

- As a respected leader, provides vision and strategic direction to accomplish the transformation and rejuvenation of Downtown Boston.

- Serves as primary liaison to the Board of Directors and BID members, providing information on new business developments and other important community issues in the district.

- Maintains awareness of all legal, political, and social issues affecting the downtown district, and serves as the organization’s chief spokesperson and primary advocate with media, government agencies, and other entities.

- Serves as primary liaison to and works effectively in collaborative partnerships with government officials, developers, community and business leaders, and residents to enhance the vitality of Downtown Boston.

- Assures that BID management and staff understand and anticipate risks and are trained and prepared for the unexpected.

- Oversees all communication and outreach to all BID stakeholders, as well as marketing, advertising, public relations, and public information functions.
• Creates awareness and builds consensus for the district’s activities, programs, and services.

• Stays abreast of BID “best practices” in the downtown revitalization industry.

• Manages the BID’s social service outreach to the homeless and other vulnerable communities.

• Ensures all membership service requests and inquiries are responded to promptly and efficiently.

• Provides leadership to ensure safe collection, tracking, and management of important data, both on-site and remotely.

• Identifies and cultivates outside funding sources, including from the city, state, and federal governments, as well as from the private sector.
CANDIDATE PROFILE

The ideal candidate will have the following professional and personal qualities, skills, and characteristics:

**Strategic Visionary and Adaptable Leader**
The President will be a systems thinker who, in partnership with the Board and staff, will craft the vision and strategy for the BID’s next chapter. An inspiring, intellectually curious, and engaged leader with a strong ability to lead through influence, the President will be successful at planning and implementation to ensure that day-to-day operations are aligned with strategic goals while also being nimble, adaptable, and innovative in response to emerging needs.

The President will have experience bringing forth opportunities for impact by understanding both current and future needs. They will foster a collaborative work environment that aligns goals, aspirations, and efforts, leading a passionate team to new heights. This leader will have a track record of informed decision making and good judgment in complex situations. Strategic about building capacity for the desired impact, they will have the ability to analyze the civic landscape and thoughtfully evaluate the projects the BID takes on to produce the greatest impact for its members and the city.

**A Passion for the Mission**
Fully embracing the values and goals of the BID, this leader will be passionate about fulfilling the BID’s mission and have a personal commitment to the communities the BID serves. The President will be committed to embedding equity into the operational infrastructure, culture, processes, and programs that guide the work of BID. This executive will be energized by challenging the status quo—even when it is controversial—and creating paradigm shifts to address systemic inequities, take on meaningful issues, and achieve solutions. The President will embody the values and mission of the BID and as a result, will inspire and motivate others. This executive will be focused on convening and partnering with other organizations to produce sustainable results for constituents in Downtown Boston. They will be a person of unquestionable integrity, ethics, and values; someone who can be trusted without reservation.

**A Dynamic Ambassador and Spokesperson**
The President will be a motivational leader who will serve as an “Ambassador” for the BID. This leader will be a confident spokesperson who inherently enjoys the external side of the role. They will have an executive and mission-driven presence and will be able to effectively articulate and convey the BID’s position and priorities to a range of constituents, including partners, governmental agencies, community organizations, Board members, and staff. This leader will have an inspirational and influential approach to building buy-in and generating support across Downtown Boston, continually innovating to help advance new solutions for coalition building, advocacy, and community impact.
The President will be politically astute with exceptional interpersonal skills and a keen understanding of government and policy-making processes. They will continue to build and successfully position the Downtown BID as a trusted and credible resource across a wide range of constituents.

**Relationship Builder**

The President will be a culturally fluent leader, skilled at building effective relationships at all levels within a complex environment, including with the BID’s many partners and constituents. This leader will have a high level of emotional intelligence and will be able to build trust and develop productive and fulfilling relationships with the Board, staff, and other key partners. An excellent listener and persuasive communicator, the President will have the ability to develop a powerful sense of shared purpose in others and motivate them to navigate the opportunities and challenges ahead. They will also be successful at engaging the media, government policymakers, and administrators, as well as corporate and leaders. This leader will take ownership of facilitating relationships and fostering an atmosphere of collaboration.

In addition, strong candidates will offer:

- Demonstrated and dynamic leadership with the ability to motivate
- Excellent communication
- Exceptional strength in decision making and problem solving
- Ability to assess complex situations and dynamics to find a path forward
- Collaborative work style
- Competence in working with state and local governments
- Understanding of the business community
- Aptitude to develop new visions and collaborations that reflect the changing needs of the district’s diverse constituency
COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Kim Dukes, Josyanne Roche, and Kristina Dorne are leading this search. Please submit a compelling cover letter and resume here.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email nonprofitsearchops@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Downtown Boston BID is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

FOR MORE INFORMATION, VISIT

www.koyapartners.com