

CHARLES VILLAGE COMMUNITY BENEFITS DISTRICT (“CVCBD”), a Management Authority

Executive Director Position Description

Reports to: Board of Directors

Supervises: Staff of approximately 25 people including Interns and Contractors

Status: Full-time, Exempt

ORGANIZATION DESCRIPTION: The Charles Village Community Benefits District (CVCBD) is a special taxing district located in a 100 square block area of north Baltimore. With a population exceeding 11,000 and with more than 800 businesses, it is home to four neighborhoods: Abell, Charles Village, Harwood, and Old Goucher (and parts of two others: Remington and Barclay) and three business associations: North Charles Business Association, Old Goucher Business Alliance and Waverly Main Street. CVCBD provides supplemental sanitation and safety services, supports community events, recreational activities and the development of amenities such as green spaces, and promotes the district as a good place to live, work and play. Property owners pay a tax surcharge of 12.5 cents per \$100 of assessed property value to help fund CVCBD services.

DUTIES

MISSION ADVANCEMENT

1. Works in partnership with the Board of Directors in developing the organization’s strategic plan, including mission, vision, values, goals, and objectives.
2. Advances the mission and strategic plan by developing and managing programs and services.
3. Ensures a high level of program quality by conducting, tracking, evaluating, and reporting success measures of KPIs.
4. Serves as the primary spokesperson for the organization and is ultimately responsible for the organization’s relationships with internal and external stakeholders, including staff, contractors, board, clients, community partners, funders, local government, and media.

FINANCIAL SUSTAINABILITY/RESOURCE DEVELOPMENT

1. Raises funds to support organizational operations from a variety of sources, including Federal, State, and City Government, foundations, corporate and individual donors.
2. Develops the annual budget, in coordination with the Finance Committee, subject to approval by the Board of Directors and the City Board of Estimates.

3. Oversees financial management of the organization, ensuring compliance with financial policies, manages accounts, and provides regular (no less than quarterly) reporting to the Board of Directors on the financial status of the organization.

GOVERNANCE

1. Cultivates a strong, transparent working relationship with the Board of Directors and provides accurate, complete, and timely information on the organization's programs, services and finances.

2. Informs and advises the board regarding current trends, problems and opportunities that are important to the organization's mission and operations.

3. Serves as a non-voting member of the Board of Directors.

Operations/People Management

1. Maintains the necessary financial, human resources, and other management and administrative policies and procedures for the organization and brings relevant policies to the Board of Directors for review and approval.

2. Supervises staff, volunteers, and interns. Recruits and retains highly qualified personnel and administers an effective human resources system that includes position descriptions, performance standards, performance appraisals and a fair compensation system. Manages contractors.

3. Ensures that the Workplace environment promotes the development of all the staff.

4. Ensures smooth day-to-day management of the organization, including execution of all contracts and agreements and the creation of a contingency/emergency plan.

5. Ensures the legal integrity of the organization, monitoring compliance of the organization with all applicable laws and regulations.

Qualifications and Skills

1. Education requirements: Bachelor's Degree, Master's Degree Preferred

2. 5+ years' experience in management showing progressively more responsibility.

3. Knowledge and experience in delivering program services, supporting community events, recreational activities, and development of amenities such as green spaces, performing community outreach, and promoting community programs.

4. Experience and strong skills in areas of leadership, management, supervision, fundraising, fiscal management, budgeting, and forecasting.

5. Excellent written and oral communication skills and ability to convey messages and requests in multiple formats.

6. Ability to work and adapt to adversity.

7. Ability to engage, work collaboratively, and foster relationships with the community, within the CVCBD boundaries and in adjacent communities, public agencies, local private businesses, and non-profit partners, and the Board of Directors.

8. Ability to travel on behalf of the organization using their own vehicle.

9. Ability to multi-task and experience in workplan development and strategic planning.

10. Baltimore City Code, Art. 14, Section 6-5 at Subsection (9) requires an employee of the CVCBD to be a resident of the City of Baltimore.

Job Type: Full-time

Pay: \$90,000.00 - \$100,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Self-determined schedule
- Weekend availability

Supplemental pay types:

- Bonus pay

Application Question(s):

- What does community wellbeing look like to you?

Work Location: Hybrid remote in Baltimore, MD 21218