



EXECUTIVE DIRECTOR, PHOENIX COMMUNITY ALLIANCE JOB DESCRIPTION

Organization: Phoenix Community Alliance (PCA)

Full-Time/ Exempt Position

Reports to: PCA Board of Directors, as well as Downtown Phoenix, Inc. (DPI) President & CEO

Salary Range: Based on experience and qualification with potential for bonus

Competitive Benefit Package

Organization/ Mission Description:

PCA is a thirty-five year old business leadership organization that advocates for the development and revitalization of downtown and central Phoenix. The organization has an independent governance and is affiliated with DPI.

PCA's three, core initiatives include the following:

ACTIVATE

PCA convenes, cultivates, and connects leaders, ideas and innovation to leverage and bring together our downtown's human, social, and financial capital.

ADVOCATE

PCA articulates the vision of greater downtown Phoenix, formulates public policy, and shapes key messages for the benefit of the city, state and region.

BUILD

PCA Members have the knowledge, vision, and strength to help develop our built environment while addressing critical urban issues and promoting a healthy community in which to live, learn, and thrive.

DPI is a community development group created in 2013 to advance the continued revitalization of Downtown Phoenix. A collaboration of business, City of Phoenix, and community leaders, DPI coordinates activities between the Downtown Phoenix Partnership, PCA, and Downtown Phoenix Community Development Corporation.

Position Description:

The PCA Executive Director is a member of the DPI senior management team.

The PCA Executive Director is responsible for the implementation and oversight of the PCA goals of:

- (1) ensuring a robust membership organization,
- (2) advocating for its members on issues relating to the Phoenix central core,
- (3) facilitating community building, and
- (4) advancing the planning and development of the Phoenix central core.

This role services the existing PCA membership and develops and implements strategies for member retention and bringing new members to the organization. The Executive Director provides oversight of the PCA budget in consultation with the DPI CFO and assures day-to-day communication liaison with PCA committees including the PCA Executive Committee. The position reports to the DPI CEO and the independent PCA Board of Directors and requires consistent coordination and collaboration with DPI administrative services, marketing, events, and Business Improvement District (BID) Services.

Job Duties:

1. Collaborate with current PCA members to cultivate relationships, and ensure member retention. This includes working with Board, Committee Chairs and key volunteer leadership positions to cultivate trusted, supportive relationships and build on the vital mission of PCA and its core initiatives.
2. Develop and implement strategies to increase new membership growth.
3. Assist the DPI CEO in advocating on behalf of PCA's members to achieve PCA's goals through professional representation with City staff, elected officials, and the media, general public, and other members of the business community.
4. Work with PCA Board Leadership and the DPI CEO/ CFO to develop and manage the annual work plan including strict adherence to budget, goal setting, priorities, and monthly reconciliations.
5. Facilitate goal setting and work plan priorities for PCA staff and assure adequate staff resources to support committee structures and implementation of work plans.
6. Represent DPI and PCA to the general public, other members of the business community, the City staff, elected officials, and the media.
7. Facilitate public/private partnerships among PCA members, the City and other government agencies.
8. Maintain regular communication with PCA Board and leadership; attend and participate in PCA Board and Committee meetings; and engage leadership with accurate and timely reports of activities, membership recruitment and retention.
9. Attend regularly scheduled DPI management meetings to ensure coordination and collaboration with DPI affiliates and programs.

Required Qualifications:

1. Undergraduate degree.
2. Three or more years in a management position, with experience and/or familiarity in business development and in overseeing staff.
3. Proven ability to work with the private and public sectors – with business owners, property managers, City staff, senior management, and elected officials in a collaborative manner.

4. Experience in membership and development creation, implementation, administration, and planning.
5. Experience in public speaking to diverse audiences.
6. Experience in written communications to public and private professionals.
7. Skilled at computer use, proficient in Microsoft Word, Excel, Power Point, information management, and the ability to learn other computer programs as needed.

Preferred Qualifications and Professional/ Personal Characteristics:

1. Ability to provide exceptional customer service while managing complex issues and developing strategies for resolution.
2. High degree of personal initiative and team leadership.
3. Strong organizational skills, professionalism and attention to detail.
4. Passion for downtown and central Phoenix, as well as downtowns in general through demonstrated experience.
5. Outstanding communication skills in public settings and with diverse audiences.
6. Strong relationship building skills with employees, businesses, and the public.
7. Ability to be part of and often lead broad and diverse coalitions focused on downtown and central Phoenix priorities.
8. Ability to apply sound judgment, think strategically and creatively, and make wise decisions.

For further information please contact:

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Or visit the PCA website at: www.phoenixcommunityalliance.com/about-us/careers/