



### **Job Description: President/Chief Executive Officer**

The ideal candidate for the position of President/CEO must have management experience (nonprofit management preferred) and demonstrate in-depth knowledge of economic development, fundraising and development strategies, inner-city issues, and experience in working with the public sector, specifically elected officials.

#### **Operations**

- a. Manage and oversee all aspects of the day-to-day operations of the WDC.
  - i. Serve as primary point of contact to City Council, City staff, community groups, and residents.
  - ii. Participate in meetings between the City's Center City Development Office (CCDO) staff and businesses and/or property owners seeking to relocate, open, or expand facilities in the Westside of San Antonio. Identify opportunities for utilization of CCDO incentives for Westside projects.
  - iii. Participate in meetings between the City's Economic Development Department (EDD) staff and new employers seeking to relocate or open facilities in the Westside of San Antonio. Identify opportunities for utilization of EDD incentives for Westside projects.
- b. Execute the Strategic Plan as approved by the WDC Board of Directors within the parameters of the goals and objectives for the WDC established by the City Council.
- c. Establish measurable results for the WDC and coordinate WDC activities with the Board of Directors and CCDO Management. Activities include:
  - i. Fee-for-Service and ICIF investments
  - ii. Fundraising
  - iii. Comprehensive Marketing Strategy
  - iv. Leadership Role in Advocacy for Inner-City Development
  - v. Organizational Capacity Building
  - vi. Community Connection
- d. Establish annual goals for WDC staff to align each staff position with the Strategic Plan approved by the Board of Directors:
  - i. Program Specialists (loans, grants, business consulting, fee-for-service, etc.)
  - ii. External Affairs and Development Specialists (grant writing, fundraising events, marketing, branding strategy, community liaison, social media, key partnerships with institutions, chambers, etc.)
  - iii. Office/ Special Projects Manager (Organize Board and Committee meetings, complete meeting minutes, accounting support, third party vendors, support for External Affairs and Development Officer, logistical planning and support for WDC events, etc.)

- e. Provide update on WDC activities and accomplishments to the Board of Directors and Committees at the bi-monthly meetings and outline how those activities further the goals and objectives of the WDC.
- f. Oversee, with the assistance of the Executive Committee, the hiring of WDC personnel, third party consultants/ service providers, and other staff support for the organization.
- g. Manage WDC operating budget under the supervision of the Board Treasurer and Executive Committee, with the assistance of third party providers such as bookkeeping/ accounting and audit firms.
- h. Manage annual meeting schedule for Board of Directors and 4 committees.
  - i. Ensure timely distribution of required materials for meetings (minimum 72 hours).
  - ii. Ensure timely review and completion of meeting minutes.
  - iii. Ensure timely posting of public meetings with City Clerk's office (minimum 72 hours).
- i. Proactively keep Board of Directors updated on high profile or politically sensitive issues concerning economic development in the Westside.
- j. Provide an annual Progress Report to the Westside community regarding the Westside Economic Development Plans
  - i. Word directly with City of San Antonio departments to ensure reporting continues on City expenditures and key programs.
- k. Provide periodic reports to the City Council, including "B" Session, and presentations to the Economic and Community Development Council (ECDC) Committee.
- l. Ensure accessibility and open lines of communication between the community and WDC staff.
- m. Maintain involvement and visibility in Westside activities and projects overseen by WDC partners. Support the ongoing efforts of universities, cultural attractions and nonprofit organizations to attract more attendees to special forums and functions.
- n. Maintain partnerships with local print, radio, and television media outlets to assist as a conduit and dedicated source of positive stories through the Westside community.
- o. Secure grant funding commitments from local, state, and national funding sources.

### **Compensation and Job Requirement Details**

- The Salary for the President/CEO will depend upon qualifications and experience
- Compensation range is between \$85,000-\$110,000
- The WDC offers a generous benefits package
- A Bachelor's Degree in Business, Finance, Real Estate, Urban Planning, Public Administration or a related field is required plus at least seven years experience in the public, private or nonprofit sector. A Master's Degree is preferred.
  
- The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.
  
- The Westside Development Corporation is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality, sex, religion, or veteran status.