

**EXECUTIVE DIRECTOR
TOWN GREEN SPECIAL SERVICES DISTRICT, NEW HAVEN, CT**



New Haven is widely considered the leading medical, educational, cultural and entertainment center of Connecticut. Downtown New Haven is anchored by Yale University and the health care institutions of Yale-New Haven Hospital and the renowned Smilow Cancer Center. The City of New Haven's 2010 population was 127,481; an estimated 55,465 lived within downtown and its adjacent neighborhoods. New Haven is the second largest city, by population, in Connecticut and it is the seat of New

Haven County. The County population, which is also the Census Metropolitan Statistical Area (MSA) is 848,006. New Haven's central Connecticut location has made it a natural transportation hub for converging regional commuter rail lines and the Interstate highway system. It is 1½ hours from New York City and 2 ½ hours from Boston.

The 27-block Town Green Special Services District is a "business improvement district" that was established in 1998 by a majority vote of property owners. Revenue is raised through a surtax on property taxes which is used to provide benefits and services for the downtown district. Best characterized as a "public/private partnership", the District is not a city agency, although it works very closely with the city.

The core purpose of the Town Green Special Services District (TGSSD) is to improve ownership values by making downtown New Haven an internationally competitive urban environment in which to live, work, learn and play. The Town Green SSD provides services to create a clean, safe and attractive environment, laying the foundation for investment in the downtown area and protecting the significant investment that has already been made in downtown. That investment includes attracting new commercial businesses, restaurants, retailers, and creating more downtown residential opportunities.



The organization is located in downtown New Haven and its current staff consists of an Executive Director, Deputy Director of Communications, a Deputy Director of Public Space Management, an Economic Prosperity Initiative Manager and a part-time Office Manager/Outreach & Engagement Worker. TGSSD recently commissioned an Economic Prosperity Initiative to prepare downtown New Haven for the next investment cycle. A new business center within the Town Green offices will be developed out of this effort with the intent to grow, attract and incubate retail businesses and champion Downtown economic development on an ongoing basis.

The Board of Directors of the TGSSD is seeking the services of a professional manager with strong leadership, communications and collaborative skills to serve as its Executive Director.

EXECUTIVE DIRECTOR, Town Green Special Services District, New Haven, CT

Job Summary

Successfully lead the Town Green Special Services District (Town Green) in accomplishing its core purpose and vision by providing leadership and expertise on downtown issues, capitalizing on opportunities and working with the Town Green Board of Directors and the City in creating and implementing strategic planning initiatives to develop and sustain a vibrant downtown. The Town Green is a business improvement district (BID) with a \$1 million + budget and 5 full-time staff people. Its Core Purpose is to improve ownership values by making downtown New Haven an internationally competitive urban environment in which to live, work, learn and play.

Responsibilities

- Work with the Board and staff to develop sound work plans which translate the organization core purpose and vision into realistic goals and objectives.
- Ensure successful achievement of goals and objectives established by the Board.
- Provide oversight and management for day-to-day operations of organization programs including maintenance (operations), public safety, marketing, economic development and capital improvements.
- Prepare an annual budget which is complete, attainable and consistent with the goals and objectives established by the Board. Ensure compliance with legal and regulatory requirements.
- Prioritize, plan and monitor projects to ensure appropriateness to core purpose and vision, and effective completion by deadlines established by the Board.
- Select and cultivate qualified staff, model effective behaviors and skills and maintain high morale among staff.
- Set and maintain high standards of quality (i.e., accuracy, thoroughness and degree of excellence in work) for the organization's programs.
- Serve as an ambassador for the organization, downtown and an advocate for downtown issues.
- Cultivate and maintain effective relationships with property owners, businesses, public officials, community and business leaders and the media.
- Maintain positive relationships with the Board of Directors and City Administration and implement plans as directed by the Board leadership.
- Seek out methods to continuously improve the efficiency and effectiveness of the organization and its programs and to expand revenue sources.

Knowledge and Skill Requirements

- Comprehensive knowledge of the principles and practices of downtown management (including economic development, maintenance, public safety and marketing and special events).
- Significant leadership, managerial, administrative and fiscal management skills.
- Ability to develop and foster cross-functional work teams.
- Ability to establish priorities and handle multiple issues under pressure.
- Strong entrepreneurial skills coupled with effective management ability.
- Ability to create, implement and monitor strategic plans and provide vision for the organization.
- Ability to develop effective relationships with high-level public and private leaders.
- Ability to express ideas clearly, concisely and effectively in written and oral communications.
- Media relations experience

Education and Experience Requirements

- Bachelor's degree in, business or public administration, economic development or related area. Master's degree preferred.
- A progressive, successful track record (10+years) demonstrating leadership in downtown development, real estate and/or economic development and marketing a downtown desired.
- Experience working in an assessment-funded organization is preferred.

Compensation

- Competitive salary commensurate with experience. Base salary range is \$80,000 to \$110,000 per year plus an attractive benefits package.

Interested candidates should submit a cover letter and a resume (pdf format preferred) to the following email address: pamela@pumaworldhq.com no later than **February 24, 2012**.

Inquiries can be directed via email to:

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