



Executive Director

Our Story

Established in 1996, we are entrusted with preserving and promoting one of San Diego's most diverse and dynamic communities. North Park Main Street (NPMS) is both a business improvement district established by the City of San Diego and a Main Street program affiliated with the National Trust for Historic Preservation. A 501(c)6 nonprofit organization, we advocate for North Park's business community, administer the North Park Business Improvement District (BID), and champion development that preserves the community's historic integrity, while simultaneously supporting local arts & culture, and promoting an urban, pedestrian-friendly community.

Conceived and funded by local property owners, and managed by NPMS, the North Park Property and Business Improvement District (NPPBID) provides critical services to support the character, vitality, and quality of life within the community. Our work includes infrastructure maintenance, neighborhood beautification/streetscaping, advocacy, safety, cleanliness, economic development, and enhanced amenities. We also support the community by hosting numerous programs and events throughout the year, including Taste of North Park, the North Park Thursday Market, Small Business Saturday, North Park Live, and the North Park Music Fest.

For more information, please visit: <https://northparkmainstreet.com/>

Leadership & Culture

North Park Main Street is led by an engaged and supportive Board of Directors deeply invested in the organization and the local community. The Executive Director will join a dynamic team of seven staff members passionate about North Park and working collaboratively to make this community the absolute best it can be. This role is perfectly positioned to expand on the positive and united culture at NPMS, fostering an environment of diversity, inclusivity, and growth, where all team members are supported to do their absolute best work.

Benefits & Features

- Salary: \$110,000
- 401(k) with a 3% match
- Medical, dental, vision coverage
- 3 weeks paid time off
- 8 paid holidays

Location

Our office is located in the heart of North Park at 3939 Iowa Street, Suite 2, San Diego, CA 92104, within walking distance to many of North Park's great businesses and public transportation. Specific hours for this role are based on business operations and events, which will require availability on evenings and weekends from time to time. Given the nature of our work, the Executive Director will need to be very hands-on, present, visible within the community, and available to our team members.

Position Summary

Reporting to the Board of Directors, the Executive Director will assume overall responsibility for the success of North Park Main Street, with oversight of a \$700,000 budget and a team of seven highly talented and dedicated employees, as well as several contractors. This is a highly collaborative role, partnering with the Board of Directors, staff, business owners, nonprofit organizations, elected officials, residents, and public agencies to execute NPMS' strategic plan. The Executive Director will be deeply connected to the community and committed to understanding the true needs of the neighborhood while working in partnership with NPMS' stakeholders to provide strategic and innovative responses to those needs. This is an excellent opportunity for a charismatic, collaborative leader to have a major impact and leave a lasting legacy within one of San Diego's most historic, dynamic, and well-known communities.

Anticipated focus allocation for this position:

- Managing staff – 25%
- Operations and administration – 25%
- Fundraising, grants, and sponsorships – 20%
- Events – 20%
- Board relations and governance – 10%

Duties and Responsibilities

Strategy, Collaboration & Leadership

- Support the Board of Directors and staff, ensuring alignment and shared ownership of NPMS' mission and strategic goals.
- Partner with the board and staff to develop and implement a comprehensive and innovative strategic plan.
- Lead formation of the North Park Special Enhancement District, including needs assessment of the district, hiring new maintenance staff, creating operations manuals and budgeting.
- Build relationships with the board and staff, including a genuine understanding and appreciation for each member's role and commitment to the North Park community.
- Promote a collaborative work environment where all staff members are engaged, informed, and empowered to participate and interact with the board.

Community Engagement & Advocacy

- Lead, develop, and execute fundraising strategies for NPMS including memberships, events, grants, and corporate sponsorships.
- Work closely within the local community to retain and expand NPMS membership.
- Serve as the primary advocate and spokesperson, representing NPMS in the media and at public meetings and events; build trust within the community as a visionary and influential leader.
- Develop and maintain strong relationships with all stakeholders, including business owners, nonprofit organizations, elected officials, residents, public agencies, and visitors to best understand the neighborhood's most pressing needs, build sustaining partnerships, and leverage existing resources.
- Work collaboratively with stakeholders to develop and track short and long-term solutions for the neighborhood that align with NPMS' goals and strategy.
- Partner with the board and staff to develop and implement a strategic marketing and communications plan.

Operations & Management

- Develop and oversee the annual operational budget.
- Oversee the implementation of administrative, management, and financial systems to maximize operating efficiency and ensure accountability.
- Oversee multiple programs and events simultaneously while meeting important deadlines, maintaining effective communications with appropriate stakeholders, and ensuring the best use of resources.
- Partner with the Board of Directors to ensure effective governance practices are in place and support the board's recruitment, engagement, and retention strategies.

Background Profile

- Demonstrated leadership and management experience, including strategy development, board engagement, change management, team collaboration, and talent development.
- Track record of building effective partnerships with diverse constituencies, including businesses, elected officials, government entities, community-based organizations, and individuals.
- Superb people skills, exceptionally well-developed listening and communication skills, including the ability to connect with and inspire a wide range of stakeholders.
- Highly empathetic; exhibits judgment, tact, and diplomacy when dealing with internal and external stakeholders.
- Demonstrated success in driving organizational growth and creating and implementing innovative programs with a data-driven lens.
- A solid fundamental understanding of fiscal management with experience developing and managing budgets.
- Must be available to work flexible hours, including evening events and weekend engagements.

For more information or to apply, please contact:

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