

Executive Director  
**Sugarloaf Community Improvement District (CID)**

Salary negotiable based on qualifications and experience  
Application Deadline Friday September 9th, 2016 at 12:00pm

Sugarloaf CID, the newest CID in the state, is seeking an experienced executive leader to serve as the full-time Executive Director. The position reports to the board of directors, serves as the CID's chief administrative officer, and oversees the general operations of the CID.

The successful candidate will have demonstrated visionary executive leadership ability and possess effective communication skills. A job description for the Executive Director position may be viewed at [www.sugarloafcid.org](http://www.sugarloafcid.org)

To apply, please email a cover letter, resume, and professional references to [Bill.McCargo@gmail.com](mailto:Bill.McCargo@gmail.com). In lieu of email, the requested materials may be mailed to:

Attn: Bill McCargo  
2225 Sugarloaf Club Drive  
Duluth, Ga. 30097

Bill McCargo serves as the Executive Director Search consultant for the Sugarloaf CID. Materials are requested to be sent as directed in order to ensure the confidentiality of the initial application process.

# **Sugarloaf CID**

## **Job Description**

### **Title: Executive Director**

This position is a full time, high-level executive position responsible for directing and supervising the day-to-day operations of the CID. The overall goal of the CID is to increase property values within the CID by implementing the following goals:

- Enhance public safety
- Develop community identity and beautification projects
- Improve mobility for all modes of transportation
- Encourage development and redevelopment
- Maximize property owner investment

The position reports directly to the Board of Directors, and is primarily responsible for the following:

**The successful candidate must be a self starter, have high energy, the ability to multitask effectively, and be able to provide creative solutions to issues as they may arise.**

**They must be of high moral character, and ethical standards , and be above reproach. They must also possess a stellar business and personal reputation and have established contacts with relevant government and business contacts.**

### **Major Duties**

- Aggressively expand the CID by cultivating, recruiting and activating additional commercial property owners in the corridor.
- Administer and manage all CID programs and initiatives outlined by the Board of Directors by setting goals, assigning priorities and objectives to staff
- Establish and oversee staffing, operations, and financial components of the CID including ensuring effective and efficient use of budgeted funds, personnel, materials, and time.
- Perform the duties of spokesperson for media and public relations for the CID by communicating official plans and projects
- Lead government relations efforts for the CID
- Other services and programs for and on behalf of the CID as may be assigned, from time to time, by the Board

### **Knowledge Required by the Position**

- Knowledge of the principles and practices of public administration
- Knowledge of modern office procedures and practices
- Knowledge of general bookkeeping practices
- Knowledge of relevant ordinances, policies, and procedures
- Skill in dealing with the public
- Skill in effective, clear, and persuasive oral and written communications to individuals and groups
- Ability to provide leadership and supervise others
- Ability to anticipate and resolve problems before a crisis ensues
- Ability to prepare informative financial reports

- Ability to establish and maintain effective working relationships with the board, coworkers, elected officials, and the general public

### **Physical Demands and Work Environment**

The work is typically performed with the employee sitting at a desk, making sales calls in person within the CID, as well as making visits to various stakeholders, partners, and governmental agencies . The employee uses tools or equipment requiring dexterity. The work is performed in an office, as well in the field.

### **Minimum Qualifications**

Bachelor’s degree in Business, Public Administration or related field; Ten (10) years of progressively responsible experience; equivalent combination of education and experience

To provide further information on the duties of the position, the following are specific goals that should be addressed on behalf of the board

#### **I. CID Area Champion and Spokesman**

- Expand the CID by increasing the number of property owners joining the CID.
- Become “point person” in community for all initiatives and activities in the CID
- Initiate, grow, and sustain CID presence as a credible voice in the community, the County, and the Region.
  - Serve as a spokesperson and advocate on behalf of the CID to media outlets, community organizations, brokers, investors and other funding partners
  - Produce quarterly newsletters and yearly annual report of CID activities
  - Proactively maximize outreach of CID through the latest in Social Media
  - Proactively engage existing property owners and businesses outlining the initiatives of the CID as well as addressing their needs for a successful business.
- Become a thought leader and lead local and regional efforts related to:
  - Development and Redevelopment
  - Transportation (including Transit)
  - Economic Development
  - Land Use (Urban density/Mixed use)
  - Development of the County’s entertainment / activity center

#### **II. Staffing/Operations/Initiatives**

- As funding allows, hire and sustain a consistent, balanced, and stable staff and consultant/contractor team that meet the following:
  - Personable, highly motivated, engaged with community and funding partners
  - Experienced and/or technically qualified in their field of service
  - Responds timely and professional to the board, property owners, and funding partners
  - Provides innovative and cost effective solutions to issues with the CID
- Provide yearly written reviews of staff

#### **III. Financial Efficiency and Stability**

- Maintain stability and accountability of CID funds:
  - Produce yearly balanced budget that addresses goals of the CID
  - Obtain “clean and clear” yearly audit by independent accounting firm
  - Produce monthly financial reports outlining monthly expenditures related to the budget
  - Provide accountability of federal, state, and local funds as requested by jurisdiction
- Maximize CID funds:
  - Provide investment of funds by maximizing rate of return while providing collateralization of funds as required by law.
  - Aggressively work to leverage the funds of the CID to attract matching funding from County, State, and Federal sources