



Executive Coordinator

North Manhattan Beach Business Improvement District (BID)

Scope of Service and Job Description

The primary function of the executive coordinator of the North Manhattan Beach Business Improvement District (North MB BID) will be to assist the Board of Members in achieving the North MB BID's goals through promotion, marketing, administrative organization, city and community representation. The Executive Coordinator's function is to manage and/or coordinate the efforts of the North MB BID, to serve in an advisory capacity, and to support NMB BID Board members & volunteers in achieving their goals.

The Executive Coordinator is expected to establish expert working knowledge of North MB BID policies, bylaws, procedures, and programs. Additionally, the coordinator is expected to maintain and grow the North MB BID's relationship with elected officials, civic, community and business leaders and maintain the North MB BID's representation on a wide range of boards and committees. The Executive Coordinator will report to the Chairperson of the North MB BID and attain approval from the North MB BID Board for any expenditures related to expenses.

The ideal candidate will be a motivated self-starter with the ability to work without supervision and a resident of Manhattan Beach or surrounding Beach Cities.

Position Overview

- Develop positive relationships and liaise with BID vendors, BID board members, committees, government agencies, city council, community organizations and business owners
- Provide guidance regarding adherence to the bylaws and policies
- Have financial knowledge in order to provide cost control and accurate budget forecasting
- Meet with Chairperson and/or Vice-Chairperson regularly to update progress of projects
- Maintain and coordinate master Calendar of Events
- Oversee and coordinate direction of committees and task forces
- Be proactive in creating systems to streamline the organization
- Be proactive in creating inclusion for North Manhattan Beach businesses
- Coordinate meeting agendas and minutes to assure timely completion of annual goals and objectives
- Attend monthly North MB BID meetings
- Complete projects on the North MB BID annual activity plan
- Work with vendors and City of Manhattan Beach staff on projects and programs

- Act as a resource and ombudsman for the North MB BID
- Coordinate planning and execution of special events, programs and other activities
- Oversee and coordinate the Valet parking program with the City and valet company if necessary
- Represent the interests of the North MB BID with local city & community organizations
- Maintain communication with Manhattan Beach Chamber of Commerce and the Downtown Business and Professional Association
- Attend City, Chamber of Commerce, School District and community meetings as needed
- Promote North MB as a shopping, dining and business location using social media
- Communicate with North MB business owners using email or other communication and face to face visits to ensure that business licenses are current

Special Events

- Work with North MB BID and/or the Chamber of Commerce director to coordinate the contract negotiation, hanging and removal of North MB BID and/or City holiday decoration
- Coordinate projects with Public Works, outside contractors and Edison, if necessary

Coordinate the North Manhattan Beach Holiday Stroll

- Create, produce and assist in distributing event invitation and registration forms
- Create, produce and assist in distributing rules & conditions and/or game cards
- Create over-all themes
- Create and coordinate event advertising with The Beach Reporter
- Coordinate putting up event banners with the City
- Create, produce and assist in distributing event window posters for participant recognition, as needed
- Prepare event budgets and create invoices for vendors if necessary
- Update database with business participation and payments
- Provide participant registration reports and prepare final participant lists as needed

Website

- Work with (and/or procure) a Web developer to maintain a user-friendly website that reflects the image of North MB BID
- Manage online presence, Social Media and update website content

Newsletter Production

- Develop and distribute monthly electronic newsletter to BID members

Print & Marketing Materials

- Coordinate the production of brochures, inserts, website, maps and other materials for the North MB BID
- Coordinate design layout, information of any marketing materials and oversee production

with the graphic artist

- Distribute new materials to local hotels and other tourist venues when available

Qualifications

- Outgoing and friendly personality with excellent verbal/written communication skills
- Financial experience with budgets
- Experience taking minutes and preparing agendas
- Working knowledge of Microsoft Office
- Experience with social media and website content management
- Ability to establish & maintain effective community relations
- Prior experience with business improvement districts, associations, committees and board of directors

Salary

Up to \$45,500 per year commensurate with experience, up to 30 hours per week flexible, remote; Salary paid on a monthly basis

Application

To apply for the North MB BID Executive Coordinator position, please email a detailed resume, cover letter, references, as well as the answers to the following supplemental questions (not to exceed 1 page each):

1. What is your experience with advisory boards, committees or commissions and what were your achievements?
2. What is your experience with branding and website content management and what were your achievements?

To: hfoushanes@citymb.info . Please include "Executive Coordinator application" and your full name in the email subject line.

Application deadline is May 21, 2021 (Subject to change)