



## Job Description **EXECUTIVE DIRECTOR**

### **OVERVIEW**

The Executive Director (ED) serves as the chief executive officer of the Downtown Honolulu (DoHo) Business Improvement District (BID), responsible for the overall leadership, strategic direction, and operational management of the organization. This role ensures the BID fulfills its mission to enhance the economic vitality, cleanliness, safety, and attractiveness of the district for businesses, property owners, residents, and visitors. The ED must be a quick learner, politically astute, and a relationship builder, able to hold vendors and partners accountable while preserving constructive relationships.

### **RESPONSIBILITIES**

#### **Leadership & Governance**

- Provide strategic vision and leadership to achieve BID goals, with a focus on economic development and creating an inviting environment for businesses and customers.
- Serve as the primary liaison between the Board of Directors, stakeholders, and city/state agencies.
- Manage board and stakeholder relationships, including regular communication and engagement.
- Ensure compliance with all legal, regulatory, and contractual obligations.
- Prepare and present reports to the Board on operations, finances, and program outcomes.

#### **Financial Management**

- Develop and manage annual budgets, ensuring fiscal responsibility.
- Oversee assessment collections, accounting, and financial reporting.
- Identify and secure additional funding through grants, sponsorships, and partnerships.

#### **Operations & Program Management**

- Manage and partner with the selected district management company, which is responsible for supplemental services such as security, maintenance, landscaping, and janitorial staff.
- Manage contracts for services and monitor performance.
- Implement marketing, branding, and promotional campaigns to attract visitors and businesses.
- Organize and oversee events that enhance the district's visibility and engagement.

#### **Stakeholder Engagement**

- Build strong relationships with property owners, businesses, community organizations, and government agencies.
- Maintain city relationships (Mayor, Police, Parks & Recreation, Environmental Services, etc.) and state relationships (Governor, Department of Transportation, etc.).



## DoHo BID EXECUTIVE DIRECTOR

- Communicate regularly with stakeholders through meetings, newsletters, and public forums.
- Advocate for district interests in policy discussions and urban planning initiatives.

### **Staff & Organizational Development**

- Coordinate, onboard, and oversee contractors.
- Foster a collaborative and inclusive organizational culture.

## **QUALIFICATIONS**

- Bachelor's degree in Business Administration, Public Administration, Urban Planning, or related field , or an equivalent combination of education and relevant experience.
- Minimum 3-5 years of leadership experience in economic development, nonprofit management, or urban revitalization.
- High learning agility with the ability to quickly absorb new information
- Politically astute, with sound judgement and organizational awareness
- Strong relationship builder across internal and external stakeholders
- Ability to hold vendors accountable and drive results through effective oversight
- Strong financial management and budgeting skills.
- Proven ability in fundraising, grant writing, and stakeholder engagement.
- Excellent communication, negotiation, and public speaking skills.
- Knowledge of municipal processes, urban planning, and community development.

## **PREFERRED SKILLS**

- Experience with marketing and event planning.
- Familiarity with local government and BID legislation.
- Ability to manage multiple priorities in a fast-paced environment.

Target Annual Salary: \$130,000+ with room to grow based on experience and performance

For detailed information, please visit <https://www.inkinen.com/doho-bid-ed>