



Request for Qualifications Executive Director

Neighborhood business association seeks Executive Director (ED). The ED is a full time employee of the Hillcrest Business Association and reports to the Board President. The ED shall implement all programs of the organization including project and contract management, marketing and communications, special event production, and office and staff management. Necessary experience includes managing a not-for-profit organization with a budget of over \$750,000 annually, interacting with government officials (including contract management), property development, open space and transportation planning, implementing marketing projects, special event production, common area maintenance contract supervision, and working with small businesses and volunteers. Strong writing and communications experience is desirable. The ED must be able to work with diverse groups and individuals. Complete job description can be found at <http://hillcrestbia.org/for-members/documents>. To apply send an email with resume to info@hillcrestbia.org Please include "HBA Executive Director" in the subject line.