

**THE HILLCREST BUSINESS ASSOCIATION
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

General Duties:

The Executive Director shall be responsible for the execution of the daily operations of the Hillcrest Business Association to accomplish the goals as defined by the Association's Articles of Incorporation and Bylaws.

He/she shall support the designated mission of the organization by working towards the economic well being of the Hillcrest Business Association and the Hillcrest Business Association membership.

He/she will insure that the goals of the mission statement are adhered to in any of the projects and programs implemented by the Board of Directors on behalf of the membership.

He/she will report to the President as a direct supervisor as supported by the Board of Directors.

Specific Responsibilities:

- Maintain and manage the Hillcrest Business Association office and staff.
- Manage and implement Hillcrest Association programs and projects in accordance with the mission of the organization.
- Oversee Hillcrest Association contract work and/or employees.
- Monitor Hillcrest Association fiscal operations and prepare required reports.
- Attend Hillcrest Association community meetings as directed by the President on behalf of the Board of Directors.
- Represent the Hillcrest Business Association at public meetings as directed.
- Promote community/public relations on behalf of the organization as directed. The President, or designate, will be the sole spokesperson for the Hillcrest Business Association in regards to public announcements or comments as designated by the Board of Directors.
- Oversee all of the organization's communication tools including the printed newsletter to the membership.
- Directly supervise Hillcrest Business Association employees; and interface with the committee chairs for the supervision of volunteers at the Hillcrest Business Association sponsored events as office scheduling allows.
- Prepare grant/funding proposals.
- Prepare regular reports on staff activities.
- Attend committee meetings as needed, and assist the committee chairs in procedural support; and resource for BID and City regulations that may impact committee work.
- Meet with the President on a regular basis to prepare meeting agendas; to review issues that occur between board meetings; to interface on policy issues or questions from the membership, and or Board of Directors.
- Supervise the Hillcrest Maintenance Assessment District and Business Improvement District.
- Manage the Hillcrest Community Development Corporation (HCDC) not-for-profit corporation, its board and resources.
- Implement the projects of the HCDC in pursuance of its mission to create housing, commercial, and open space in-fill development projects.