



## **EXECUTIVE DIRECTOR - DOWNTOWN LEXINGTON PARTNERSHIP**

Lexington, Kentucky

LEXINGTON/FAYETTE COUNTY, KY (341,000) – Known as the “Horse Capital of the World”, Lexington is nestled among world-famous Thoroughbred horse farms and is strategically located at the intersection of interstates 64 and 75 in Central Kentucky. Notable locations in the city include the Kentucky Horse Park, Keeneland racetrack, Rupp Arena, Central Bank Center, Transylvania University, and the University of Kentucky. Lexington offers all the amenities of a major metropolitan area with the immediate escape of unforgettable rolling countryside. The heart of Kentucky beats strongest in Downtown Lexington with so many fun, inspiring things to see and do. No matter what you’re down for, Downtown Lexington has it going on. Downtown Lexington is a vibrant cultural hub with live music, art studios and galleries, museums, theaters, and outdoor festivals.

DOWNTOWN LEXINGTON PARTNERSHIP (DLP) - The DLP is a private, 501(c)(4) not for profit organization, resulting from the merger of the Downtown Development Authority (DDA) and the Downtown Lexington Corporation (DLC) in 2017. (Note: the DDA Charter is currently inactive) DLP’s mission is to support improvement of the economy of Lexington and Fayette County by coordinating an aggressive public/private program for re-development and economic development in the downtown area. DLP will have a staff of approximately (6), who serve to market and promote downtown Lexington, advocate on critical issues, engage with more than 200 business and individual members and produce events in downtown Lexington. It will collaborate with the Downtown Lexington Management District, Lexington-Fayette Urban County Government (LFUCG), Commerce Lexington, VisitLex, Central Bank Center, LexArts and other significant stakeholders.

EXECUTIVE DIRECTOR JOB PROFILE - The Executive Director is responsible for managing and directing DLP activities and its relationships with collaborating stakeholders throughout the community. The Executive Director is also responsible to ensure the organization achieves Downtown development, which will be accomplished through the following points of emphasis: economic development; strategic planning; project management; marketing, including branding and events; and advocacy, as well as overseeing the staff.

REPORTING STRUCTURE - The Executive Director shall report to the Executive Committee of the DLP Board of Directors which will be comprised of 10 individuals nominated from the existing Board.

### **DUTIES AND RESPONSIBILITIES -**

- Vision, leadership and governance – The Executive Director will be responsible for managing and directing DLP activities, staff and its relationships throughout the community under the direction of a Board of Directors; Shall serve as primary external contact, spokesperson, and business development person for the DLP, develop the agenda for Board and committee meetings in coordination with the Board Chair; attend meetings; oversee or create accurate records of the meetings, distribute information, and prepare special reports, as requested by board members. Responsible for hiring, training and evaluation of staff and oversight of any outside consultants as well as managing all internal communications; must have a high comfort level with electronic communications, spreadsheets, and presentation software.
- Strategy and Planning – Lead the effort to develop the mission and strategic plan of the DLP; develop the annual work plan and annual budget; review the financial structure and operations for any adjustments or improvements; Conduct continuous review of all policies and procedures and strategic planning efforts.
- Relationship Building and Communications – Build and strengthen relationships with all major community stakeholders including but not limited to the Office of the Mayor, Division of Parks & Recreation, Urban County Council, Division of Police and other entities key to maintenance and operations of downtown including Downtown Management District, Visit Lexington, Commerce

Lexington, LexArts as well as all downtown businesses and residents with an eye to improving the community at large through fostering a vital downtown core.

- Fundraising – Accountable for planning, developing, and directing fundraising strategies to support the mission and goals of the DLP; also includes management and oversight of membership and sponsorship sales.

#### MINIMUM REQUIREMENTS –

*Education:* Undergraduate Degree required; Graduate degree in pertinent field preferred; specific knowledge of urban design and development; familiarity of the real estate development and permitting process; comfort with planning and assisting in executing multiple public events.

*Experience:* a minimum of five (5) years' experience that includes a combination of event management, fundraising, public-private initiatives, downtown development, working with civic and/or non-profit entities and strong business and managerial experience. The successful candidate should have proven abilities in teamwork and team building as well as a track record of working with diverse stakeholders preferably in a downtown or business/non-profit setting.

#### OTHER QUALIFICATIONS CANDIDATE SHOULD HAVE –

- Strong interpersonal, verbal, written communications, and collaborative skills.
- Experience working with a Board of Directors.
- Passion for the mission of building and growing a strong downtown.
- Action oriented team building skills.
- Visionary and creative desires and talents.
- Ability to multi-task in a small office setting including basic knowledge of Quick books and general knowledge of employee benefits and willingness to work outside normal office hours, including weekends.

COMPENSATION - Commensurate with experience and qualifications, starting at \$105,000 per annum plus benefits.

#### APPLICATION INSTRUCTIONS:

Please email a cover letter, resume, and contact information for three references to:

Jennifer Taylor, Board Chair

Downtown Lexington Partnership

[chair@downtownlex.com](mailto:chair@downtownlex.com)

**Application Deadline is November 15, 2022**

*DLP is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and Inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.*