



**MOUNT  
VERNON**  
TRIANGLE DC

## COMMUNITY IMPROVEMENT DISTRICT

**Position Title:** President  
**Location:** 457 Massachusetts Ave NW Washington DC  
**Reports to:** Chairman and Vice Chairman, Board of Directors  
**Salary:** Commensurate with Experience

The Mount Vernon Triangle Community Improvement District (MVT CID) in Washington, DC seeks to fill the position of President to lead the organization as it continues on its trajectory of growth. Established as a nonprofit organization in 2004, the MVT CID works to enhance the quality of life for residents, visitors, employees and property owners in the Mount Vernon Triangle neighborhood. The first business improvement district in Washington, DC to assess residential as well as commercial property owners, the MVT CID provides and coordinates Clean and Safe Ambassador services, landscaping and public realm improvements, produces events, enhances public safety, facilitates neighborhood art and culture, fosters park and transportation planning and economic development.

The Mount Vernon Triangle is considered to be one of Washington DC's best examples of a mixed-use community, at the heart of the City—both geographically and culturally. Its boundaries include 17 blocks within the East End of downtown Washington, D.C., bordered by Seventh Street to the west, Massachusetts Avenue to the south, New York Avenue to the north and New Jersey Avenue to the east. The Mount Vernon Triangle is a welcoming, authentic, and centered neighborhood that mirrors the City's unique mix of historic and modern buildings, longtime and new residents, and diverse cultures, restaurants, and experiences. MVT is a well-balanced neighborhood in terms of its office, residential, hotel and retail development. At build-out the neighborhood projects to have 2.6 million SF of office, 4,827 residential units, 591 hotel rooms and 356,564 SF of retail.

The Board of Directors is seeking a dynamic self-starter and experienced executive to lead this quickly growing CID. The ideal candidate is a hands-on problem solver who can work collaboratively and effectively with a range of stakeholders from the Federal and City governments to condo owners, who is innovative and creative, can communicate clearly, and who can continue to move the organization toward a shared vision for the neighborhood as a vibrant and exciting place to live, work and play.

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### **General Responsibilities:**

The President is the principal administrator of the MVT CID. S/he reports to the Chairman and Vice-Chairman of the Board and works closely with the Executive Committee of the Board of Directors. The President is responsible for the management of the organization, including operations, planning, program development, financial management, communications, marketing and branding, special events, community organizing, fundraising, public speaking, reporting, working with the District of Columbia and US government, Advisory Neighborhood Commissioners and National Park Service and managing staff and contractors.

This is a leadership and management position for a strong consensus builder who is able to formulate goals and objectives, motivate stakeholders and articulate and execute both short and long-term strategic plans. This position requires an understanding of mixed-use, downtown neighborhoods in medium to large cities and the important role of a community improvement district; the ability to manage finances; strong communication skills, affinity for marketing, branding and communications; the capacity to work with diverse members of the community and the ability to generate new ideas and implement them successfully.

## **Specific Duties:**

### Administration & Finance

- Coordinate assessment billing and collection efforts.
- Monitor income and expenses as budgeted (Annual budget of \$850,000).
- Recruit and retain volunteers, including the Board of Directors and its various committees.
- Secure sponsorships.
- Focus on grant writing and management.
- Develop and maintain tracking systems to analyze data and prepare written reports on programs and their results.
- Develop and execute short and long term work programs to further the mission of the MVT CID.

### Operations & Safety

- Support and supervise Director of Operations and the Clean Team Ambassadors.
- Have a passion for workforce development.
- Work with MPD and various other City and Federal agencies on enhancing safety of area.
- Improve public space maintenance.

### Communications & Marketing

- Engage with stakeholders, community groups, ANCs, brokers, churches, residents, and the real estate community.
- Produce special events including: Farmers Market, Fall Fun Day, Petting Zoo and Dog Agility at the Market, host the WalkingTown DC Tour, Santa Celebration, MVT Block Party and speak at/host economic development tours.
- Work with communications consultant to manage and maintain website, create special marketing initiatives and promotions (coaster project, banners), oversee advertising opportunities, maintain the organizations brand, manage social media channels and produce a monthly electronic e-newsletter, issue press releases and broadcast emails.

### Planning, Parks, Art & Infrastructure

- Work with DC Department of Transportation and other city agencies and officials to fund and manage streetscape and public realm improvements including development of future Streetcar line along K Street and New Jersey Avenue.
- Partner with DC Department of Parks & Recreation, National Park Service, the ANC and Office of Planning on the design and redevelopment of Cobb Park, Milian Park, Chinatown Park and other neighborhood pocket parks.
- Lead development of the Playable Art project with the Office of Planning and Public Art Building Community grant for the DC Commission on Arts and Humanity.

## **Qualifications and Experience:**

Desirable candidates will be able to demonstrate:

- Experience with BID/CID, Main Street, public works agency or other relevant government experience

- Self-starter with excellent organizational skills
- Strong multitasking ability and problem-solving skills
- Ability to manage employees and service contracts
- Knowledge of basic public space maintenance functions, such as street cleaning, graffiti removal, streetscape improvements, landscaping
- Willingness to take on new tasks
- Ability to create positive working relationships with a wide variety of people and agencies to motivate them to complete tasks and foster collaboration
- Ability to listen to stakeholders and respond to a range of issues professionally and in a timely manner.
- Outstanding communication skills including business writing and public speaking
- Willing to work hours that may be outside of standard 8:00 am to 5:00 pm weekday timeframe
- Proficiency with computer programs including Microsoft Office, Excel, Powerpoint and other software
- Education: Bachelor degree required. Master degree preferred.
- Familiarity with history, development and neighborhood dynamics of Washington, DC preferred

**Position Environment:**

The President will work out of the MVT CID office at 457 Massachusetts Ave NW. The position requires on premise work within the MVT CID boundaries and some travel outside the area.

**Salary and Benefits:**

We offer a salary commensurate with experience, excellent benefits and convenient central location.

All resumes and accompanying expressions of interest must be received by January 20, 2016. To apply, submit your resume, three references and a cover letter stating interest in the position and describing your qualifications for this position to MVT CID c/o Louise Stoner Crawford; [search.mvtcid@gmail.com](mailto:search.mvtcid@gmail.com). EOE