

# French Quarter

MANAGEMENT DISTRICT

**Job Title:** Executive Director, French Quarter Management District (FQMD)

**Reports to:** FQMD Board of Commissioners

**Agency Overview:** The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work full-time in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD works to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

## **Job Description:**

The Executive Director will be responsible for providing strategic and operational leadership in conducting the business of the FQMD and pushing its projects forward and for interfacing with key stakeholders (including but not limited to FQMD Commissioners, public officials, policymakers, police, industry and tourism leaders, business owners, and residents) to inform, collaborate, and gain consensus around FQMD initiatives and to help drive meaningful and measurable program outcomes.

A sample of the Executive Director's specific responsibilities is included below.

## **Strategic Responsibilities:**

- Develop, articulate, and champion the FQMD's legislative purpose with stakeholders.
- Develop an Annual Strategic Action Plan, with input from FQMD's Committees, that details organizational objectives, goals, and a corresponding action plan for the upcoming year

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- Document the activities and achievements of the FQMD over the preceding year
- Cultivate relationships and advocate for FQMD initiatives with community, government, industry, and residential stakeholders
- Interface with local/state government to identify policy/laws that affect the FQ and ensure that FQMD's voice is heard.
- Work with partners and stakeholders to ensure the effective implementation, management, and expansion of FQMD programs
- Develop, implement, refine, and manage systems for the collection, analysis, and reporting of data on the FQMD's programs and outcomes
- Oversee public relations and marketing efforts to improve FQMD visibility and raise public awareness of the organization

## **Management & Administrative Responsibilities:**

- Coordinate and attend all FQMD Board, Committee, and Task Force meetings
- Keep detailed minutes of FQMD meetings and share notes with Commissioners as necessary
- Serve as the Board's central hub, coordinating across various committees and task forces to integrate their action items and facilitate satisfactory outcomes
- Manage and coordinate FQMD staff, vendors, contractors, and volunteers to align their duties and contributions with FQMD outcomes
- Tutor new FQMD Board members and employees on the FQMD's bylaws and enabling legislation and applicable state laws
- Oversee the recruitment, hiring, supervision, evaluation, and employment termination of any FQMD employees
- Manage the FQMD and its office and website

## **Fiscal and Fundraising Responsibilities:**

- Develop annual budget(s) for Board approval
- Manage the FQMD's budget and finances and supervise annual audits
- Develop and implement short- and long-term funding and sustainability strategies
- Solicit and obtain required funding from diverse sources, including government contracts and allocations, foundation grants, and/or individual and corporate donations
- Oversee the fulfillment of funding obligations and the preparation of funding reports

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- Oversee the production and maintenance of high-quality communications materials to be used for both fundraising and general marketing/PR (letters, brochures, website, etc.)

## **Qualifications:**

- A minimum of 3 years leadership experience with a Commission, Board and/or Agency, 5 years preferred
- Bachelor's degree in public administration, Business Administration or a related field.
- Financial skills, including budget preparation, analysis and reporting
- Government affairs and advocacy skills to engage elected officials and agency staff
- Computer skills, including QuickBooks, Microsoft Office and Excel
- Excellent communication skills (written, verbal and public speaking) and interpersonal skills, demonstrating the ability to work with and build trust across diverse stakeholders
- Work efficiently with minimal supervision
- Strong organizational, multi-tasking, time management and analytical skills with attention to detail and accuracy
- Must be able to maneuver in an office. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull and grip items when necessary. May occasionally lift up to 30 pounds, push, pull or move items weighing up to 30 pounds.
- Manual dexterity is essential
- A criminal background check may be required of all selected applicants.

Salary is commensurate with education and experience. Benefits include health insurance, paid time off, and paid holidays.

Interested applicants should send a resume and cover letter to [Cbondio61@gmail.com](mailto:Cbondio61@gmail.com) with the subject line "Executive Director." The deadline to apply is September 18, 2024.