
Executive Director, Downtown Overland Park Partnership

Downtown Overland Park is in the midst of a resurgence. A walkable suburban district where people can live work and play, the interest in Downtown Overland Park is at an all-time high.

We are excited to offer a full-time opportunity for a motivated, positive, professional team leader to join us. The Executive Director will provide leadership excellence which will establish the culture, image and operational strategies the DOPP. This is a full-time, exempt position.

The Executive Director will lead DOPP, which is a non-profit that acts as a liaison between the property owners, merchants, developers and the City of Overland Park.

This position has full responsibility for leading the Downtown Overland Park (DOPP) office including but not limited to:

- Provides administrative leadership to all operational functions of the Downtown Overland Park Partnership (DOPP).
- Advises the President, Board of Directors, and related committees.
- Administers all aspects of operating a project management office, including purchasing, record-keeping, and budget development. Such budget will have the approval of the Board of Director and the City of Overland Park.
- Reconciles the financials on a monthly basis in accordance with the budget.
- Develops a business recruitment and retention program to enhance retention of existing downtown businesses and to recruit the appropriate mix of other businesses to downtown.
- Assembles information and cause to be prepared such reports as are required by the President, Board of Directors, and City of Overland Park.
- Builds relationships with sponsors and potential sponsors.
- Arranges and attends all meetings of the Board of Directors and designated committees, serving in an advisory, non-voting capacity.
- Becomes thoroughly familiar with persons directly and indirectly involved in Downtown Overland Park.
- Assists the Board of Directors to develop strategies and programs to enhance the economic viability of Downtown Overland Park. Implements such strategies and programs as directed by the Board of Directors.
- Provides active leadership to implement the Vision Metcalf Plan as it relates to the boundaries of DOPP.
- Supervises the Director of Marketing and Events.
- Directs Director of Marketing and Events to develop community-wide programs to effectively market the businesses and services located in Downtown Overland Park. Assists where appropriate.
- Represents DOPP, Inc. at pertinent community meetings and events, speaking effectively on the Partnership's direction.
- Assesses and awards bids for outside contractors such as those responsible for trash removal and insurance. Acts as primary contact for business owners, property owners, Board, and City staff regarding issues arising from such contracts and relationships.
- Represents the DOPP with area Chambers of Commerce.
- Performs such other and additional duties as may be assigned by the President and Board of Directors.

Required qualifications:

- Bachelor's degree in public administration, business, a related field, or equivalent experience

- Ability to work both individually and as part of a group
- Ability to work outside occasionally and lift up to 35 pounds
- Proficiency with the Microsoft Office suite
- Ability to present/speak to groups
- Excellent verbal and written communication skills
- Excellent organizational skills
- Ability to work positively with the Downtown business community, partners, sponsors, and volunteers
- High level of diplomacy and tact
- Two years professional business leadership experience

Preferred qualifications:

- Experience with WordPress
- Experience with Constant Contact or other similar CRM tool

Benefits:

- Health insurance stipend first full month of employment
- Simple IRA match after one year
- Phone reimbursement
- Two weeks paid time off to start, prorated the first year based on the start time
- Standard holidays off, eight total
- Flextime to office off-premises as administered by the Board President

To apply:

Email PDF resume and cover letter to the hr@downtownop.org or mail to Eric Kratty, 8080 Conser Street, Overland Park, KS 66204. Please do not drop off resumes to the office. No phone calls, please.

Visit www.DowntownOP.org and our Facebook page, Downtown Overland Park.