



POSITION PROFILE: EXECUTIVE DIRECTOR

The Seattle Chinatown-International District Business Improvement Area (CIDBIA) is seeking a motivated, strategic, and community-oriented executive leader who can collaboratively lead neighborhood stakeholders and advocate for a vibrant historic and culturally rich business district. In partnership with the Board of Directors and staff, this Executive Director will lead the organization and its ratepayers into a refreshed and expanded ratepayer assessment structure. This updated structure will respond more effectively to the growing challenges and opportunities in the business district.

In the aftermath of the COVID-19 pandemic, the CID small business community continues to be challenged with severe public safety issues. In order to meet these challenges, the next Executive Director must have substantive experience and understanding of public policy and advocacy processes at varying levels of government and private sectors. The CIDBIA works to improve and promote Seattle's historic Chinatown-International District (C-ID) as a welcoming, clean, and safe neighborhood through sanitation coordination, supporting the C-ID Public Safety Coordination, marketing and events, and advocating for general quality of life issues.

About the CIDBIA

Founded in 1994 by local businesses and property owners, the CIDBIA is one of ten business improvement areas in Seattle. The CIDBIA's mission is to ensure a clean and welcoming district and together with our partners, advocate for an increase in public safety and a healthy environment for businesses and the community. The CIDBIA's vision for the Chinatown-International District is that it is a well-known and respected neighborhood that is clean, vibrant, and inviting for all while preserving the unique history and cultural heritage.

The CIDBIA is primarily funded through grants and partially supported by a self-imposed assessment on local businesses and property owners, and supplements but *does not replace government services in the neighborhood*. The CIDBIA has worked for 30 years to provide service to the district in the following core areas: 1) Business district cleaning and maintenance programs, 2) Supporting the C-ID's Public Safety Coordinator in their work to address public safety issues, 3) Marketing, promotional activities and community events, 4) Business development.

Business district cleaning and maintenance programs

The CIDBIA uses a combination of BIA funds and grants to create its sanitation program. Due to the nature of assessment collections and fluctuating grants, services may increase or decrease at any given time. CIDBIA takes the lead for cleaning programs for the neighborhood by working with community stakeholders, private contractors, and the City of Seattle to ensure services are adequate, timely, and in compliance with City ordinances.



Supporting the C-ID Public Safety Coordinator

The CIDBIA provides administrative support and coordination for the neighborhood's Public Safety Coordinator, enabling them to work collaboratively with local business owners, community groups, and stakeholders to address safety concerns in the C-ID. In partnership with City agencies and other organizations, the CIDBIA supports the Public Safety Coordinator's efforts to educate the community on best practices for safety, facilitate outreach and education, and advocate for resources to enhance neighborhood well-being.

With a significant senior population, a growing number of new residents, and increased visitors to the area, the CIDBIA is dedicated to supporting efforts that ensure the C-ID remains a welcoming and vibrant place to live, work, and play. Through support of the C-ID Public Safety Coordinator, the CIDBIA helps address the following priorities:

- Tracking and reporting criminal activity in the district.
- Facilitating partnerships with City agencies to improve neighborhood conditions.
- Supporting public safety outreach and education initiatives.
- Advocating for resources and programs to enhance community well-being.

Marketing, promotional activities and community events

The Chinatown-International District Business Improvement Area (CIDBIA) produces and manages events including Lunar New Year, Dragon Fest, and C-ID Night Market. These events serve to preserve tradition and promote culture while stimulating the local economy to neighboring businesses. Additionally, CIDBIA partners with community members and organizations on collaborative events and promote neighborhood celebrations. CIDBIA events serve as fundraisers for the organization and are 100% funded by outside sponsorships.

Business development

The CIDBIA assists with finding, assessing, and securing the right retail or restaurant space for existing and new businesses. The CIDBIA aims to support new businesses that fit the culture and business mix of the district. The organization is also an advocate for small businesses, helping to increase access to information and resources for businesses to grow and sustain their operations.

For more details about the CIDBIA, please see the organization's website at www.cidbia.org.



CIDBIA Structure and Leadership

The CIDBIA is governed by an 11-member Board of Directors comprised of BIA ratepayers and no more than two other board positions held by non-ratepayers. The Board oversees the work and ratepayer funds spent by the organization. The Executive Director and staff manage and administer services and programs of the organization. Reporting to the Board, the new Executive Director will lead a team of 4 employees. The CIDBIA's 2024 operating budget is \$1 million.

The CIDBIA is primarily funded through grants and partially funded through a self-imposed assessment on business and property owners in the Chinatown-International District. Other sources of funding include sponsorships and donations. With a few changes, the BIA currently operates under its ratepayer assessment structure passed in 1994; this structure has remained the same since then and does not adequately resource the organization to meet the needs of the business district. In 2024, the Board of Directors began meeting with ratepayers to determine the opportunities and feasibility of updating and expanding the assessment structure to better respond to current needs. This work is still underway and will be a priority of the future Executive Director.

The Position and Priorities

The Executive Director will inherit an organization with committed staff and Board of Directors. The Executive Director will inherit a BIA assessment structure that is outdated and needs to be strategically revised and expanded to meet the current needs of the C-ID; the C-ID has grown and changed significantly since the ratepayer assessment structure was originally passed over thirty years ago and continues to struggle with post-pandemic recovery. To be able to leverage the organization's program and service capabilities, the new Executive Director initially will need to learn about the organization and the community, and build relationships and trust with ratepayers and other property owners, including:

- Becoming familiar with the neighborhood, its deep history, cultures, CIDBIA organizational history, and its unique role as a BIA in the neighborhood ecosystem today, to be able to fully understand the community's concerns and needs
- Building trust with ratepayers and strategic partners through authentic and regular communication
- Understanding CIDBIA's role in working with non-English speaking populations
- Joining and building networks with property owners, businesses, elected leaders and government agencies, philanthropic partners, and nonprofit partners
- Learning the ratepayer assessment structure and revenue streams of the organization to provide executive oversight, and support board and management with key performance indicators
- Listening to and developing a thorough understanding of staff and program capacities, structures, and needs. Support and strengthen internal culture, teams, cohesion and rapport towards shared vision and accountability, after a series of challenging years since



2020.

Building upon the above capacities, the new Executive Director will need to address the following key priorities in their first 18-24 months:

- Update and execute organization's strategic plan and current priority projects. By the end of the period, develop and bring new vision and strategies to the plan, as the new Executive Director learns more about pressing or emerging needs and opportunities.
- Continue developing relationships with local officials and agencies, community groups, businesses, property owners and community stakeholders. Re-establish and maintain regular communication with ratepayers and other community stakeholders to continue building trust in the C-ID community.
- With support from the Board of Directors, make significant progress on ratepayer engagement to develop an updated business plan that includes programs and services that are responsive to the current needs of the business district.
- Execute the ratepayer petition process to update and expand the CIDBIA, with the intent to get sufficient ratepayer support for City Council's approval in 2026.
- Refine and maintain a revenue development plan, inclusive of the ratepayer assessment, grants, event sponsorships, and contributions. Maintain strong financial position and project and program execution and accountability.
- Provide leadership to guide staff and team development, including facilitating teams working together collaboratively, encouraging participation/ownership in program budget development, and fostering accountability and ownership of work areas.
- Grow the CIDBIA's reputation as a leader and strategic advocate for post-pandemic recovery, balancing immediate and long-term solutions to ongoing community issues. Supporting the C-ID's Public Safety Coordinator, business recovery and retention are priority issues.

Essential Experience, Skills, and Attributes

The CIDBIA seeks a motivated, strategic, and community-oriented executive leader who can collaboratively lead neighborhood stakeholders and advocate for a vibrant historic and culturally rich business district. The successful candidate will be skilled at building authentic working relationships with diverse stakeholders, have confidence in their decision-making skills and resilience to navigate challenging political environments. The new Executive Director would ideally have the following experience, skills, and qualifications:

- Understanding of and commitment to the Seattle Chinatown-International District neighborhood and its cultures and history. Cultural and/or neighborhood connections, experience, and language are a plus.
- At least five (5) years of demonstrated experience working with nonprofit organizations, with an emphasis on neighborhood revitalization, marketing, program development, business improvement areas, or equivalent experience.
- Good listener and communicator, at all levels (staff, ratepayers, business owners, community organizations, public agency staff and elected officials, grant makers, sponsors); comfortable working with people who don't speak English as a first language.



Experienced public speaker with proven ability to work with a range of communication methods.

- Visionary, strategic, and creative problem solver for complex issues and implementation of solutions for the neighborhood.
- Excellent leadership skills and supportive manager and team builder with at least two (2) years of experience with direct staff supervision. Accessible, collaborative, and approachable to staff, able to navigate conflict in a positive way.
- High level of understanding of complex budgets and assessment structures and skill in developing and leading a financially sustainable business model.
- Community-builder, connector and advocate, relationship-builder, critical thinker, good negotiator, and facilitator.
- A successful track record working with and developing a community-oriented board of directors.
- Comfort and success working with elected officials and government agencies, leveraging political support.
- Fundraising experience including institutional, government, philanthropic, and major donors.
- Bachelor's Degree in a field related to commercial district revitalization required. Equivalent professional experience may substitute for educational qualifications.

Job Requirements

- Willing and able to travel for business within the CIDBIA service area, using some combination of public transit, commercial transportation and/or private vehicle travel.
- If driving for CIDBIA business, must have a valid driver's license, safe driving record, and current vehicle insurance.
- Must be able to pass a criminal background check. The successful candidate may be required to pass a civil, educational and/or credit background check.

Working Conditions

Work is performed typically in an office environment and a variety of settings among diverse stakeholders and audiences. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and at CIDBIA weekend/after-hours events. Frequent use of phones and e-mail will be required to communicate with stakeholders. This position frequently works outside normal working hours and will travel to work performed with other stakeholders in the community.

Occasional travel out of town and out of state will be required.



Compensation

Salary: \$ 130,000 to \$160,000 DOE.

Benefits:

- 100% of Employee Medical, Dental and Vision Insurance Benefits are covered by Employer;
- Spouse and Dependent Benefits are available with payroll deduction for cost.
- Cell phone and travel stipend
- Retirement contribution equal to 3% of salary
- 24 days per year of Paid Time Off (PTO)
- 12 Paid holidays

Application Process

To apply, interested candidates should e-mail their resume and cover letter to: jobs@cidbia.org

Application Timeline (subject to change)

February 14, 2025	Applications Due
February 14 – 28, 2025	Applications Reviewed by Search Committee
March 3 – 14, 2025	Screening Call Interviews
March 17 – 28	1st Round Interviews
March 31 – April 11, 2025	2nd Round Interviews
May 5, 2025	New ED Hire Date

Only e-mail applications with a cover letter and resume will be accepted. The position is open until February 14, 2025.

CIDBIA is an Equal Employment Opportunity (EEO) employer and values diversity and its role in building a more inclusive culture and, ultimately, a more capable organization. The CIDBIA embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.