



PIKE DISTRICT

PIKE DISTRICT PARTNERSHIP RECRUITING ANNOUNCEMENT

EXECUTIVE DIRECTOR (CONTRACT/PART-TIME)

The Board of Directors of the newly established Pike District Partnership is seeking an inclusive, experienced, and entrepreneurial business leader to become its founding Executive Director.

About Us

The Pike District Partnership is a new nonprofit organization, emerging from the work of the Friends of White Flint and the White Flint Downtown Advisory Committee, and continuing the mission of bringing together the business, entertainment, and residential components of North Bethesda, a dynamic, mixed-use urban center that is Montgomery County's newest economic core. Driven by values that celebrate diversity, encourage innovation, foster entertainment, build community, and provide accessible transportation options, the PDP will focus on highlighting the vibrancy and economic development potential of the North Bethesda area.

Position Summary

The Executive Director will help grow the new organization as it fosters economic development, strengthens collaborations, and increases excitement about the Pike District. They will be the highly visible face and the voice of the organization, while also managing its internal functions.

Scope of Work/Description of Key Services

Building Relationships

- The Executive Director will serve as primary advocate and spokesperson to members, stakeholders, the media, County Council, government agencies, and the public. They will practice inclusive leadership and consensus-building to address diverse priorities and expectations.
- Will participate in meetings and events at both the county and community level, will represent the organization through personal presentations, drafting of testimony and position papers, and regular interaction through all forms of media.
- Will foster public-private partnerships and collaborative initiatives with city, state and federal agencies, property owners, tenants, commercial businesses, residential groups, cultural and entertainment venues.

Visibility, Branding and Communications

- The Executive Director will work with the Communications and Marketing contractor to develop and maintain a creative, consistent, branding, messaging, events, and sponsorship program, including website, blog, email lists, and use of other social media. They will create special events, markets, promotions, placemaking and other opportunities to elevate visibility and engage with the community, and will solicit and secure sponsorships for these activities.
- Will engage in continuous outreach to grow membership participation and develop consistent recordkeeping to track contact opportunities and member status.
- Will support the Communications and Marketing contractor in re-establishing regular communications with businesses and residents about activities in North Bethesda, including but not limited to relevant legislation before the County Council, the annual county budget, and updates on property development.



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Fundraising and Administration

- The Executive Director will establish systems, technology, and operating procedures to ensure regulatory compliance, effective risk management, and transparent performance measures. Will develop and manage other consulting, vendor and service contracts.
- With the Board Treasurer and outsourced accounting support, will develop and manage budgets, revenue collection, expenses, and all financial functions to ensure the fiscal integrity of the organization. Will effectively administer current grant funding, and seek additional grants and other new revenue sources, applying entrepreneurial principles to support programs.
- Will manage activities of the Board of Directors, keeping Board officers and members fully informed and involved. The Executive Director will report to the Chair of the Board of Directors.

Key Qualifications:

- Minimum three years' professional experience, including fiscal responsibility, in an economic development, communications, business association, governmental, or similar relevant setting. Experience in working with boards and/or start-up enterprises strongly preferred.
- Success as a relationship-builder, modeling inclusive approach and inspiring confidence. Outstanding interpersonal and communications skills, both verbal and written, to reach a wide range of audiences.
- Tact, sound judgement and problem-solving ability; flexibility, high energy and solid organizational skills to effectively manage multiple priorities. Self-directed, hands-on, and pro-active approach essential.
- Strong budgeting and organizational skills, financial and business acumen.
- Outstanding written and verbal communication skills to reach wide range of audiences.
- Bachelor's degree strongly preferred, in business, finance, public policy, urban planning, communications, economic development or other related field; master's degree a plus.
- Deep familiarity with, and enthusiasm for, the business, political, social, economic, and cultural environment of Montgomery County, Maryland.

Compensation and Time Commitment

The Executive Director will be an independent contractor, at a budgeted contract price of \$75,000-\$90,000 for a 12-month period, renewable contingent on funding. Payment will be in monthly installments.

The anticipated time commitment for the Executive Director is an average of at least 20 hours a week, in a hybrid arrangement of virtual meetings and in-person in the North Bethesda area.

Please submit a letter of interest and statement of qualifications at <https://careers.jobscore.com/careers/pikedistrictpartnershipinc>.

The Pike District Partnership is an Equal Opportunity Employer.