



Executive Search Announcement

Greater Southeast Management District

The Board of Directors of the Greater Southeast Management District and seeks a highly qualified individual to fill the position of Executive Director.

About the District

Created by the Texas Legislature in 2003 the Greater Southeast Management District (GSMD) is a unit of local government established to promote, develop, encourage, and maintain employment, commerce, economic development, and the public welfare in a defined area of the city of Houston, Harris County, Texas. With boundaries encompassing Houston's Third Ward, GSMD is home to vibrant historic neighborhoods, major state universities, cultural attractions including several museums, scenic public parks, and the world-famous Texas Medical Center. Guided by a 17-member Board of Directors, the District focuses its efforts and resources on transforming this vital area into a celebrated place where commerce and community thrive while at the same time preserving and protecting the rich heritage of this remarkable, diverse community. The Board comprises property owners, community leaders, and residents who provide governance and direction to the District. A full-time staff, under the leadership of the Executive Director, provides professional administration and project staffing for daily operations in office space located in the District.

Position Description

As the senior staff officer of the Greater Southeast Management District (GSMD), the Executive Director is responsible for the administration, operations, and projects of the District and the day-to-day implementation of the Board's focus and the District's Service and Improvement Plan. The Executive Director works with and reports directly to the District's Board of Directors, which provides broad direction in terms of policy and objectives. The Executive Director oversees an annual budget based on district revenues approaching \$4 million.

Key Responsibilities

Leadership and Planning

- In coordination with the Board provide strategic leadership that sustains improvement in the District's operations and services
- Work closely and proactively with the Board to develop short-range and long-range strategic plans with measurements including milestones and deliverables
- Ensure that the District's programs, projects, and plans are executed in a legal, ethical, and financially responsible manner
- Evaluate the need and practicability of acquiring additional legislative authority to assist the District in meeting its objectives

Management and Finance

- Manage and oversee the financial and overall operational performance of the District
- Develop an annual budget with staff, board committees, and consultants to present to the Board for approval and adoption
- Present monthly financial statements that accurately reflect the financial condition of the District
- Facilitate the development of a funding plan that assures a sound financial basis for the District to fulfill its mission and programs, including seeking leveraging opportunities with other entities, pursuing public and private partnerships, grants, and similar prospects, and attracting government capital investment
- Establish, apply, and enforce internal financial controls, operating policies, and organizational procedures in accordance with Board requirements, Generally Accepted Accounting Principles, Governmental Accounting Standards, and all applicable federal, state, and local laws and regulations
- Hire, manage, direct, and evaluate staff, contractors, and volunteers
- Prepare and distribute requests for qualifications and requests for proposals from professional service providers and contractors as needed and as directed by the Board
- Prepare bid analyses for presentation to the Board for the selection of contractors and consultants
- Maintain official records and documents, ensuring compliance with federal, state, and local laws and regulations

Board Relations

- Communicate effectively with the Board and its committees, providing timely, accurate information necessary for the Board to function properly and to make informed decisions
- Provide executive-level research on a variety of issues and propose recommendations to address current and future needs of the District
- Oversee preparations and staffing for all Board and committee meetings

Communications and Outreach

- Serve as the District's chief spokesperson or "face" of the organization to various audiences, including assessment payers, property owners, institutions, government entities, elected officials, nonprofit organizations, stakeholders, the media, and the community at large
- Initiate and build positive relationships both inside and outside the District by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Develop and carry out a marketing and public relations strategy designed to attract and retain businesses, developers, investors, residents, tenants, and visitors to the area
- Cultivate relationships with elected and appointed officials and their respective staffs

Personal Attributes

- Personal and professional integrity
- Ability to inspire and encourage the Board, District constituents and stakeholders, staff, volunteers
- Quick-thinking, creative, and self-motivated
- Committed to the District's mission and vision
- Flexible, adaptable, and resourceful

- Good decision-maker
- Focused strategically
- Team player
- Familiar with Houston and the Texas Medical Center region

Requirements

- Bachelor's degree in political science, public administration, business administration, economics, or related field required; advanced degree in a relevant field desired
- Three to five years of progressively responsible managerial experience in a unit of government, public agency, or nonprofit organization
- Prior experience managing similar organizations and boards
- Knowledge of the funding, operations, and budgeting of similar entities and organizations
- Experience with infrastructure planning, construction, and maintenance
- Excellent writing skills, including highly developed grammar, spelling, and proofreading ability
- Excellent public-speaking and presentation skills
- Demonstrated team-leading skills
- Proficiency in common computer software packages, including Microsoft Office, Adobe Acrobat, and others
- Appropriate identification for employment and willingness to undergo a basic employment background check

Compensation

A competitive salary will be offered commensurate with experience. A compensation package in the range of \$110,000 to \$150,000 per year is anticipated. Benefits include medical insurance, paid vacation, and sick leave.

The Greater Southeast Management District is committed to diversity and is an equal opportunity employer. All qualified applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Apply by letter with resumé to:

Greater Southeast Management District
c/o Susan Hill
Hawes Hill & Associates, LLP
P.O. Box 22167
Houston, TX 77227-2167

Or, by email to shill@haweshill.com.

No phone calls please. Applications will be accepted through April 30, 2022, or until the position is filled.

