



Position Description

EXECUTIVE DIRECTOR

**Clarendon Alliance
Arlington, Virginia**

The Clarendon Alliance is the Clarendon and Courthouse communities' partnership and membership organization. Established in 1984 and designated as an 501(c)(6) non-profit in 1986, the Clarendon Alliance has a board composed of businesses, property owners, and civic association representatives – we represent the entire Clarendon community. The Clarendon Alliance organizes and co-hosts many special events each year, including Clarendon Day, the Urban Village Market at Courthouse, the Arlington Art Festival, and the Armed Forces Cycling Classic, just to name a few. In 2008, Clarendon was named home of one of the Ten Great Streets in the United States. The Clarendon Alliance strives to make our community thrive!

The Executive Director acts as the principal officer of the Clarendon Alliance and is responsible for the overall administration, financial management, and day-to-day activities of the organization. The Executive Director reports to the Board of Directors and works with the Board to establish the organization's direction.

Responsibilities are aligned closely with our strategic plan and include:

PLACEMAKING: Promote Clarendon and its many attributes to the greater Washington area and to visitors from around the world. Work collaboratively with Arlington Economic Development, StayArlington, and other neighborhood BIDs and partnerships within the Arlington community to provide exciting events and programs that enhance the community.

OPERATIONS: Plan for financial sustainability and viability by exploring new potential business structures, cost saving measures, and opportunities for growth. Prepare and recommend annual plan and operating budgets to the Board for approval. Assure adherence to these plans, maintaining all organizational records and provide the Board with periodic management reports, operating statements and cost and program analyses.

ENGAGEMENT: Actively engage with Clarendon businesses, residents, and nonprofits to understand their needs and concerns. Act as a liaison between the businesses and residents and Arlington County government, in order to ensure everyone's voice is heard and community issues are addressed.



MEMBERSHIP: Offer programs and services that provide value to members. Actively seek out new members and build collaborative relationships with restaurants and businesses. Utilize the GrowthZone AMS system to recruit, retrain, and track membership.

COMMUNITY: Build substantive relationships with government, civic groups, non-profits, and like-minded organizations to strengthen Clarendon's position in the community. Act as staff to the Board of the Clarendon Alliance and its committees and serve the Board as its spokesperson and as its liaison with the Clarendon and Arlington business community, local, state, and federal government agencies, and other community and professional organizations.

Qualifications:

- The ideal candidate will be a highly energetic and creative self-starter with a proven track record of leading institutional or department growth.
- Prior management experience, a working knowledge of standard administrative and accounting practices, and strong verbal and written communication skills are required.
- Work experience in the areas of public/private partnerships, economic and community development, urban revitalization, and/or small business development is preferred.
- Additional experience in marketing, social media, or branding is preferred.
- The ideal candidate will possess the ability to work with diverse business and community leaders and to function independently.
- The best candidate will have thorough and progressive experience in organizing, implementing and managing a comprehensive plan to promote local businesses, events, programs, activities and opportunities as well as the ability to incorporate diverse volunteers, individuals, groups, businesses, local government agencies, and organizations efficiently and sensitively.

Position Environment

The Executive Director will telecommute but also have access to the MAKE Office Space in the heart of Clarendon (<https://makeoffices.com/locations/washington-dc/clarendon/>) for mail collection, conference space, and meetings, as needed.

Please forward resume and cover letter indicating why you are both interested and qualified for the position to jobs@clarendon.org.