

Stamford Downtown Special Services District (DSSD) (Stamford Downtown)  
Stamford Connecticut

Position Posting  
**PRESIDENT**

About Us

The Stamford Downtown Special Services District is a Business Improvement District which was established in 1992 and is a not-for-profit corporation with an elected Board of Directors comprised primarily of property owners and retailers within the District's boundaries. Its vision is to ensure that Stamford downtown is always the vibrant regional city-center for living, working, shopping, dining, education, culture and entertainment. The DSSD has a \$4.5 million budget and a full time staff of 9 and a part time seasonal staff of 12+. The District's staff creates and implements programs to ensure appropriate economic development and zoning initiatives, to promote residential population growth (to date more than 5,000 residential units), to recruit and retain Downtown retailers, to improve the quality of the Downtown experience through significant outdoor operational initiatives and to attract people to the Downtown through 20 significant, dynamic events. The District includes over 75 restaurants and nightspots, UCONN Stamford, a 750,000sf Mall, several retail streets, the city's Government Center, parks, cinemas, theatres. The Downtown is the center of office and hotel development and is adjacent to the Transportation Center.

The Position

The DSSD's Board of Directors is seeking an experienced professional to serve as its next President. This individual must be a people-person with the ability to create and implement programs and the know-how to advance the Downtown agenda. This person must be a leader with a clear vision of the importance of strong Downtowns as the driving force of a successful city. He/she must be a skilled relationship builder with significant lobbying background and skill at advocating for the best interests of the Downtown. This person will lead a dedicated and seasoned staff in the planning and implementing of the dynamic programs, which have improved the Downtown over the last 2 decades. He/she must have a background in fund development from both private and public sources.

Essential Responsibilities

***Downtown Leadership***

Establish strong working relations with Downtown businesses, property owners, developers, city administration and elected officials to advance Downtown interests.

Serve as the Downtown Advocate by marshaling resources and managing complex community, city and Downtown partnerships to focus on Downtown and city issues, projects and initiatives.

Collaborate with diverse organizational stakeholders to ensure coordinated strategic planning, branding and partnerships.

### ***Downtown Management***

Manages and oversees the daily operations/activities of the DSSD office including recruiting, leading and managing an experienced staff

Responsible for the financial administration of the \$4.5 million budget, including budget preparation with Board advice, overseeing all expenditures and ensuring a sound annual audit

Ensures that proper organizational governance policies and procedures are in place

Works effectively with the Board of Directors and its Executive Board, Downtown stakeholders, city officials, regulatory agencies and volunteers

Creates the agenda for and leads a yearly staff retreat, which provides the foundation for a year-long written work plan

Responsible for a strong and engaging annual Property Owner meeting which recaps previous year's programs and events, presents the new yearly budget and elects new Board members--generally attracting several hundred attendees

Written yearly staff evaluations to ensure that organizational goals are met and appropriate compensation is in place.

Strong writing and editing skills

### ***Community Engagement***

Membership on significant city and regional Boards

Maintain strong relationships with community and city leaders

Serve as advocate for Downtown property and business interests

### ***Fund Development***

Actively identify and obtain alternative and additional sources of revenues to supplement the DSSD property owner levy of +/- \$2.5 million.

Motivate staff to engage in fund development opportunities.

## **Position Requirements**

Bachelor's degree in business, public administration, economic development, liberal arts or related area

A successful track record of 10 years demonstrating senior leadership in urban development, real estate, economic development, city affairs or Downtown public development districts

Proven success in public and private fund development

Salary will be competitive and commensurate with experience and qualifications

Please direct your communications to  
Sandy Goldstein, President  
Stamford Downtown Special Services District  
5 Landmark Square  
Suite 110  
203 348 5285

[www.stamford-downtown.com](http://www.stamford-downtown.com)  
[sandyg@stamford-downtown.com](mailto:sandyg@stamford-downtown.com)