



Downtown Mobile District Management Corporation

Director of Finance

Compensation: DOQ

Invitation to Apply



The [Downtown Mobile District Management Corporation](#) (DMDMC) is seeking an experienced Director of Finance to join their six person staff in beautiful downtown Mobile, Alabama. The DMDMC is the property owner-funded management organization that

coordinates enhanced services within the 75-block Business Improvement District (BID). The purpose of the BID is to insure the vitality of the business, residential and arts district in Downtown Mobile; to stabilize and increase the property values in downtown while retaining businesses; and attracting new business investment to downtown. The DMDMC also works with the City and County of Mobile to support projects revitalizing the downtown area, encouraging new business development, investment, and tourism in Mobile.

The DMDMC is in the process of submitting its 5-year renewal plan to the Mobile City Council for the management of the city's BID. The DMDMC is led by Elizabeth Stevens as its original CEO.



The Position:

The successful **Director of Finance** candidate brings initiative, a collaborative work style and a passion for downtown Mobile while supervising all financial matters and reporting to the CEO. The Director of Finance transparently directs the efficient financial management of four distinct organizations: Main Street Mobile [a 501(c)(3) fundraising corporation], The Downtown Mobile Alliance [a 501(c)(6) membership corporation], the BID [a 501(c)(4)], and SpringBoard to Success [a 501(c)(3) dba/ Urban Emporium]. The Downtown Mobile Alliance also runs the Urban Emporium, a retail incubator. S/he will support the CEO in her efforts to ensure long-term financial stability and transparency, expand organizational capacity, and enhance overall vitality of downtown Mobile. The Director of Finance will create controls and consistency within Finance and Human Resources and collaborate with outside auditing, accounting and legal teams.

The Director of Finance will possess strong emotional intelligence and play an important role in a broad range of activities related to institutional planning and resource management. An exceptional and open communication style is required. S/he supervises the annual budget preparations and makes regular presentations about organization finances to the 34-member Board of Trustees, Mobile City Council and Mobile County Commission. The Director of Finance is expected to be a thought leader about financial matters, directing policies and procedures related to DMDMC's fixed assets; revenue & cash flow management, and the organization's real estate parcel database; insurance and risk management; purchasing; employee benefits; and organization-wide cost/benefit analyses.



The Director of Finance must be both a strategic thinker and an articulate spokesperson for the objectives and ambitions of the organization at all times. S/He will be a naturally curious listener and critical thinker who can translate financial language into layperson's terms. This position and the City of Mobile will have a lasting impact on one another.

Responsibilities:

Job responsibilities include, yet are not limited to:

- Offer leadership in all areas of finance, accounting, and audit
- Direct and improve the organization's financial and budget process in order to fund operations, maximize stakeholder investments, and increase efficiency:
 - Manage the production of all financial reports, including monthly financial statements for each corporation;
 - Manage and oversee the annual budgeting process;
 - Prepare, review, question, and present monthly performance analyses;
 - Create forecasts throughout the year;
 - Manage cash flow;
 - Prepare and review the annual audit and control income/expenses;
 - Review the preparation of the 990 tax return;
 - Steward risk management;
 - Work with Leadership to create annual and long-term budgets that support the operating and program expenditure budgets.
- Institute a rigorous financial planning & analysis process in evaluating multiple entities and staff performance meeting goals and determine areas of potential revenue enhancement, cost reduction, program improvement, and policy change.
- Work with department heads to establish long-range goals and plans; ensure that day-to-day functioning of the organization meets and furthers short and long-range plans.
- Manage the real estate parcel database. Work with the CEO and other staff to provide parcel information to support economic development, membership and other Alliance programs.
- Oversee personnel-related functions, including hiring, training and development, benefits planning and administration, employee coaching, and compliance with local, state and federal labor laws.
- Negotiate all insurance contracts and act as primary point of contact for insurance broker. Assess and manage risks, monitor claims and ensure adequate coverage for all aspects of the organization's operations.
- Provide management reports with Key Performance Indicators for all sales functions for the organization: general and group ticketing, Urban Emporium sales and operations, and public/private events to ensure effective management of these key areas.
- Represent the organization at professional gatherings and at civic social events, conventions, committee and various trustee and staff meetings.
- Oversee external reporting and prepare financial reports and analysis for the CEO, Finance Committee, Audit Committee, and Board of Trustees. Staff the relevant Board Committees (such as Finance, Investment, and Audit) and work with committee chairs and the CEO on committee agendas and managing the work of committees.
- Ensure that the financial management system, chart of accounts, and internal control systems are properly designed and maintained; and provide meaningful and timely information. Ensure that the key transaction systems (including billing, membership, store sales, and event ticketing) are efficiently and fully implemented and are regularly reconciled to the general ledger.



- Ensure staff using these systems is properly trained and proficient in their use.
- Perform other duties as assigned by the CEO.

Qualifications:

- An undergraduate degree in Accounting, Business Administration, or a related field is required. A CPA is preferable as is an advanced degree
- Minimum 3 - 5 years in administration and/or financial management required, with non-profit management experience highly preferred;
- Significant experience working with external boards and committees;
- Outstanding written and verbal communication skills; highest level presentation, negotiation, project management, and problem-solving skills required;
- Excellent planning, financial management, and organizational skills;
- Collaborative and collegial management style who is also fun loving;
- Demonstrated passion for downtown Mobile;
- Strong work ethic, and superior record of ethical service;
- Proficiency in QuickBooks, Microsoft Word, Excel, PowerPoint, and internet-based research;
- Experience with REVEL retail software or similar product.

Physical Demands: Some carrying and lifting up to 25 pounds.

Working Environment: Noise fluctuates between quiet and moderately noisy.

Other: Members of the organization's leadership are expected to devote significant time and energy to the successful pursuit of their jobs. The Director of Finance must be prepared to work evenings and weekend hours on an occasional basis, in addition to fulfilling the performance obligations of a routine workday. Occasional travel may be required.

Applications are due by April 18, 2019. The position will be opened until filled. In your application, in addition to discussing your ability to meet the above responsibilities and qualifications, **please answer the following questions:**

1. What steps will you take to understand the financial strategy and the role of finance at DMDMC?
2. What is your knowledge and experience with downtown Mobile?
3. How do you see yourself progressing in this role?

We invite interested applicants to submit a cover letter including your answers to the three questions above, salary requirements, and resume to:

Norman Sigler at Norman@CLEAR-Consulting.Biz. Write "**Director of Finance**" in your email subject line.

No phone calls please.

The Downtown Mobile Development Management Corporation is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.

The DMDMC is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply