

## **Saint Louis Fashion Fund CEO Position Description**

Saint Louis Fashion Fund, long-considered the voice of St. Louis fashion, is a nonprofit dedicated to the business of fashion and to revitalizing the city's downtown historic garment district which at one time was second only to New York. Since its inception in 2014, the Fund's mission has been to support emerging brands and businesses, stimulate economic growth and job creation, while serving as a fashion hub to connect and provide resources to fashion professionals and creatives.

SLFF is seeking a CEO that is responsible for the organization's consistent achievement of its mission, 10 Year Impact Statement and financial objectives. The CEO will be a strategic thinker responsible for leading SLFF's efforts for cultivating economic development, building and maintaining a strong, diverse funding base, oversight of program development and administration, maintaining relationships with partners and prospective businesses, representing the organization in the community and nationally, while implementing the long-term plans of SLFF.

### **Qualifications:**

- Bachelor's degree in business, nonprofit management, economic development, or related field.
- Knowledge and experience leading, economic development, and nonprofit management.
- Knowledge of fashion preferred, yet not required.
- Proven ability to build relationships with donors, funders, and stakeholders to achieve outcomes, including cultivating and closing major gifts.
- Understanding of nonprofit financial structure, statements, and the budgeting process.
- Ability to foster partnerships and working relationships with diverse institutions and individuals and bring a sense of belonging for all.
- Experience working with a nonprofit Board of Directors and volunteer committees.
- Desire to build an organization and create structure where little exists.
- High level of personal and professional ethics.

### **Skills and Abilities:**

- Excellent oral and written communication skills and ability to communicate persuasively.
- Strong computer skills including Microsoft office, digital platforms.
- Ability to work at a fast pace and with a sense of urgency while managing multiple projects and activities simultaneously.
- Ability to work effectively in a collaborative culture, practicing consultative decision-making while retaining an independent direction/ownership of decision.
- Ability to provide a concierge-style aftercare role to ease company transitions to the St. Louis business and fashion community.

### **Nonprofit Management Responsibilities:**

- Work in collaboration with the Board to implement 10-year impact statement (see below) and develop a new strategic plan that supports that implementation.

- Assist the Board in the formation and implementation of policies, goals, and objectives for SLFF to achieve effective financial operation of the organization.
- Manage day-to-day activities of the agency in accordance with sound management and personnel practices.
- Continually work to improve and increase individual and organizational capacity
- Establish and promote positive working relationships with the Board of Directors, funders, stakeholders, prospective businesses, and community organizations. Work as a team member with a strong commitment to collaborative work.
- Keep the Board apprised of relevant developments that may impact the foundation.

**Budget, Finance and Development:**

- In conjunction with the Board, especially the Treasurer, ensure agency's fiscal health including obtaining and maintaining a stable, diversified funding base and managing cash flow.
- Identify and cultivate individual, foundation, corporate and governmental relationships for the purpose of promoting SLFF's mission and generating funds for the organization.
- Identify and pursue business attraction and expansion opportunities.
- Develop and nurture relationships with leaders and key decision makers and influencers and regional partners that enhance St. Louis as a center for the business of fashion.

**Marketing and Communications:**

- Act as the "face" of SLFF, representing the organization in various community meetings that enhance agency visibility.
- Assure the organization and its mission, programs, and services are consistently promoted and presented in a positive light.
- Expand all aspects of communication – from web presence to external relations – with the goal of creating a stronger brand.

**Staff and Volunteer Management:**

- In conjunction with the Board, develop and annually review personnel policies.
- Lead, hire, train, inspire, motivate, and guide staff toward common goals by maintaining a climate that attracts, retains, and motivates a diverse staff of top-quality people.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Recruit and support volunteers.
- Provide clear and consistent vision, including aligned goals and objectives, to the staff.
- Maintain personnel records and carry out personnel policies.

This is a full-time/exempt position. Salary is commensurate with experience.

Interested candidates should submit a cover letter and resume to Sarah Melinger at [smelinger@saintlouisfashionfund.org](mailto:smelinger@saintlouisfashionfund.org)