

Amy Lego

Executive Director, Operation Downtown
Downtown Community Alliance
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Core Competencies

- Non-Profit Management/Governance
- Operations Management
- Project Management
- Contract Negotiation, Execution and Oversight
- Strategic Planning
- Budget and Work Plan Development, Execution and Oversight
- Process Improvement

Strengths and Skills

- Strong team and relationship builder
- Effective consensus builder among complex, diverse interest groups
- Analytical thinker and creative problem solver
- Skilled budget planner with clear knowledge of basic accounting and financial principles
- Organizational and multi-tasking skills, detail-oriented

Professional Experience and Accomplishments

Non-Profit Management

- Efficiently and effectively led organization towards its primary objectives and within budget, based on goals and priorities approved by the Board of Directors
- Conducted multiple successful petition campaigns to ensure the continuation of downtown Des Moines' improvement district, securing over two million dollars annually from area businesses to provide safe, clean, and beautiful services
- Successfully created and managed the first public/private partnership in downtown Des Moines to provide for cooperative maintenance of public spaces/parks
- Administered all aspects of multiple projects including conducting initial research, preparing and overseeing budget, negotiating contracts, creating and supervising timelines, generating reports, formally presenting progress, and measuring/presenting results and recommendations
- Identified need for market research in support of company objectives, defined research initiatives, wrote RFPs, selected bids, evaluated and presented market research findings to internal and external audiences, and recommended action plans based on research results
- Pursued and analyzed opportunities to establish partnerships/contracts with other entities to enhance and activate the downtown public realm while maximizing revenue
- Initiated, researched, and implemented a new project approach, converting a program not originally meant to generate profit from a deficit to \$100K in annual revenue

Operations/Project Management

- Administered and monitored contractor performance to ensure the service provided or project progress was in accordance with objectives, on schedule and within prescribed budget (landscaping design/maintenance, turf/irrigation, snow removal, window cleaning, market research, crow control, cleaning and safety team)
- Formulated and wrote RFPs/RFQs, developed bid specifications, identified suppliers/contractors/consultants, managed bidding processes, prepared comparative analyses, communicated with stakeholders and evaluated bids
- Implemented process improvements to maximize program efficiency and profitability
- Researched capital improvement products to ensure longevity and reduce maintenance expenses
- Developed and controlled annual \$2+ million budget, monitored A/R, approved A/P and accounting reports

Employment History

2012 - present	Executive Director, Operation Downtown	Downtown Community Alliance
2010 - 2012	Manager	Downtown Community Alliance
2002 - 2010	Project Manager	Downtown Community Alliance
2000 - 2002	Administrative Assistant	Downtown Community Alliance
1999 - 2000	Assistant Office Manager/Marketing Manager	Interim Personnel

Education

Bachelor of Arts, Business Administration - Marketing Emphasis (1998)
University of Northern Iowa, Cedar Falls, IA

"Amy has arguably the best run clean, safe, and beautiful program in the country."
~ Glenn Lyons, MCIP, President & CEO, Downtown Community Alliance