

Four Corners Main Street... a non-profit, community-based commercial revitalization organization

EXECUTIVE DIRECTOR

Job Description

Four Corners Main Street (4CMS) is a volunteer-driven, community-based organization working to bring public and private investment to the Four Corners commercial district. We do this by partnering with local businesses, neighborhood activists and city departments to improve storefronts, upgrade the infrastructure and redevelop local assets, such as our park.

In addition, we plan a number of events each year to bring people into the district, introduce them to our businesses and encourage a sense of community among residents. And we co-sponsor networking events and seminars to strengthen businesses.

4CMS seeks a dynamic and creative self-starter to move our small, 10-year organization forward, which may include an expansion. The Executive Director should be an organized professional who can balance everyday details with visionary planning.

Responsibilities

- Develop and maintain relationships with all merchants, commercial property owners and neighborhood organizations in Four Corners, as well as pertinent city departments, funders and other stakeholders.
- Be the key liaison for merchants and city departments with Four Corners Main Street.
- Connect business and commercial property owners with resources and promotional opportunities and assist with storefront improvement projects.
- Direct fundraising efforts, with assistance from the Board of Directors, including special events and grant writing.
- Manage the office of 4CMS, including, but not limited to, fiscal management (bookkeeping, budgeting, cash flow, reports), database, purchasing, record keeping, grant writing and submitting grant reports.
- Manage all publicity for commercial district and 4CMS events, including creating monthly e-newsletters in Constant Contact, annual hard copy newsletter, print materials for events, calendar postings and press releases. Serve as organization's point of contact to the media.
- Plan and manage multiple cultural and small business technical assistance events each year.
- Provide administrative assistance to the volunteer Board of Directors and organizational Committees.

Qualifications

- Bachelor's Degree required, with experience in some of the following fields preferred: community development, business and economic development, marketing, architecture/historic design, community organizing, fundraising and special events, non-profit management, business administration and/or volunteer management.
- Energetic, self-starter who is able to balance a variety of responsibilities and projects simultaneously while working very independently.
- Ability to think creatively to develop projects and strategies that fit the needs of the organization and local merchants.
- Well-developed communication skills, both written and oral. Comfort in public-speaking.

