

Egleston Square Main Street Seeks Executive Director

Application deadline: January 11, 2019

Email cover letter and resume to EDsearch@eglestonsquare.org

Over the past 20 years, Egleston Square Main Street (ESMS) has become one of the leading Main Street organizations in the City of Boston and is now poised for growth. ESMS (www.eglestonsquare.org) seeks an energetic and resourceful director to implement our economic development and community organizing program. This is an opportunity to develop and apply innovative technical assistance, marketing, and outreach strategies in a socioeconomically and culturally diverse business district. The ideal candidate will have excellent communication, relationship-building and leadership skills, as well as a demonstrated ability to work independently. Ability to speak Spanish is required. Candidates who are Bi-lingual and Bi-Cultural are encouraged to apply.

For more information or to apply, contact EDsearch@eglestonsquare.org.

About Egleston Square Main Street

ESMS is a nonprofit 501(c)3 organization with a mission to build community, strengthen the business district and revitalize public spaces through partnership with merchants, residents and community groups. We work to encourage new investment, retain and expand area businesses, improve the physical environment, and promote the business district. ESMS has a volunteer Board of Directors and the following committees:

- *Economic Development Committee*, responsible for district planning, linking merchants with technical assistance, creating and overseeing technical assistance programs, and recruiting new businesses.
- *Promotion Committee*, responsible for promoting the business district through special events and newsletters, and for managing media relations.
- *Design Committee*, which facilitates the physical revitalization of the district.
- *Executive Committee*, responsible for oversight of the organization and the development of financial and volunteer resources.
- In addition, ESMS coordinates monthly merchant meetings, through which ESMS offers trainings on a variety of topics, and facilitates decision-making re: district quality of life issues including public safety, public infrastructure, etc.

About the position

- Implement the mission and vision of the organization, as established by the board, through staffing, supporting and coordinating the work of the volunteer committees.
- Conduct outreach to stay on top of community issues, particularly those of small business owners in the district.

- Coordinate economic revitalization efforts in the district by building relationships with merchants, property owners, and other organizations. Such efforts include:
 - Technical assistance programs and merchant support programs, in coordination with partner organizations and the City of Boston.
 - Informal and formal district planning work.
 - Serving on the oversight committee of the Egleston Farmers Market.
 - Coordinate efforts to market and promote the business district by;
 - Developing promotional materials
 - Hosting district events
 - Growing the online presence of ESMS through maintenance of the organization's web site, e-newsletter, Twitter and Facebook accounts and
 - Developing strong relationships with media contacts.
 - Coordinate development activities, including grant writing and fundraising events.
 - Represent the organization at local and city-wide meetings and events.
 - Manage and administer the organization including record keeping, budget development, office administration, accounting, database development, and monthly reporting to the Board and Boston Main Streets.
 - Recruit and supervise volunteers and interns.

The Executive Director reports directly to the Board of Directors.

Qualifications

- 3 – 5 years professional experience in one or more of the following areas: neighborhood commercial revitalization, small business development, economic development, community organizing
- High level of cultural competency and extensive experience in diverse and multicultural settings
- Demonstrated ability to motivate people and coordinate activities in a volunteer-run organization
- Experience in resource development for small non-profits and event planning.
- Excellent written and verbal communication skills
- Energetic, well-organized individual capable of functioning effectively in an independent work environment
- Ability to work a flexible schedule, including nights and weekends
- Bilingual: English and Spanish required
- Bilingual and Bi-Cultural encouraged to apply
- Experience with QuickBooks, MS Office applications, design software, social media, and Constant Contact preferred

Compensation

\$52,000

Timing

Deadline to apply is **January 11, 2019**.

How to apply

Please email cover letter and resume to EDsearch@eglestonsquare.org or send to:

Egleston Square Main Street Search Committee

3134 Washington Street

Roxbury, MA 02119

Egleston Square Main Street, Inc. is an equal opportunity employer.