



Egleston Square Main Street

Job Posting

Executive Director

August 2, 2024

Position Overview:

Egleston Square Main Street (ESMS) is a volunteer-driven 501(c)3 nonprofit nationally accredited by the National Main Street program since 1996. We revitalize, preserve, and promote Egleston Square, located on the border of Roxbury and Jamaica Plain in Boston, MA.

ESMS retains and develops area businesses, beautifies the neighborhood, promotes the business district, and enhances the quality of life in Egleston Square. We unite neighbors, merchants, artists, organizations, youth, and the City of Boston to foster grassroots revitalization and development without displacement.

We are seeking a dynamic, creative, bicultural, and bilingual (English/Spanish) Executive Director with a strong work ethic. The ideal candidate will have proven leadership, development, and community organizing experience, as well as excellent communication, time management, and interpersonal skills. Flexibility to work nights and weekends is required.

Position Responsibilities:

In collaboration with the ESMS Board of Directors and under the oversight of Boston Main Streets (part of the City of Boston's Office of Economic Opportunity and Inclusion), the Executive Director will:

- Manage day-to-day operations, including financials for an annual budget of \$200,000, program and project oversight, and supervision of contractors and volunteers
- Execute ESMS's transformation strategy shaped by the board and the community

- Advance high-priority, time-sensitive tasks related to fundraising and development / buildout of ESMS's community space
- Organize, support, plan, and track data around district marketing, small business assistance, public art and beautification projects, and neighborhood events

Based on the Main Street model, the Executive Director oversees and executes in four main areas: Organization and Development, Small Business Assistance and Economic Vitality, Art and Public Spaces, and Quality of Life.

Organization and Development

Organizational Development

- Serve as a point person and the public face of ESMS
- **A key project** over the next 2 years is fundraising for and operationalizing plans for ESMS's multi-use community-owned space at 3171 Washington Street, including permitting, design, buildout, policies, and activation
- Collaborate with the Board of Directors on board recruitment and development, monthly meetings, fundraising initiatives (grantwriting, sponsorships, and individual donor cultivation)
- Recruit and manage volunteers
- Hire and manage contractors as needed
- Lead efforts to add a Programs and Operations Manager position
- Conduct outreach to raise awareness and build participation

Administrative

- Prepare for and participate in monthly board meetings
- Ensure compliance with City of Boston funding and reporting requirements
- Communicate with a wide range of City departments and stakeholders
- Prepare budgets and oversee all finances, accounts, and payables
- Support recurring workflows i.e. respond to emails and calls, maintain filing systems, oversee procurement, order supplies

Small Business Assistance and Economic Vitality

- Oversee small business resilience and economic vitality initiatives
 - Provide 1-1 small business assistance
 - Conduct outreach to stay on top of community issues, particularly those of small business owners in the district
 - Oversee the work of part-time Small Business Development Coordinator, hired in partnership with Uphams Corner Main Street

- Track district vacancies and cultivate relationships with property owners
- Attract new businesses to the district

Art and Public Spaces

- Oversee public space revitalization initiatives and creative placemaking efforts in collaboration with community groups, including Friends of the Egleston Square Peace Garden, Friends of Robert G. Lawson Park, Egleston Square Neighborhood Association, and other partners

Quality of Life

- Support civic and quality of life initiatives by attending and following up on community and public health and safety meetings, i.e. Egleston Square Coalition, Businesses Business, Problem Properties, Egleston Square Neighborhood Association
- Act as a neighborhood liaison with community health organizations, recovery coaches, and BPD Street Outreach.

Qualifications

- Passionate about ESMS's mission and community
- 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 multicultural settings
- Excellent communication, relationship-building and leadership skills
- Bilingual in English and Spanish
- Demonstrated ability to work independently, manage time effectively, and be accountable to community-based leadership
- Experience in resource development, volunteer management, and event planning
- Experience working with local artists and creatives to promote creative placemaking and cultural economic development initiatives
- Experience with QuickBooks, MS Office applications, design software, social media preferred
- Ability to work flexible schedule, including some nights and weekends

Salary & Benefits: This is a Full-Time position, reporting to the ESMS Board of Directors. Salary range for this position is \$70,000-\$75,000.

Benefits include: Paid vacation, sick leave, and holidays; partial reimbursement for health insurance; flexible scheduling

While some remote work is possible, the expectation is that this position is in-person at the office and in the business district on a regular basis.

Egleston Square Main Street is committed to being a family-friendly workplace. Most work activities take place on weekdays, with occasional evenings and weekends required. Executive Director may arrange their schedules with the Board of Directors as needed to accommodate both the demands of the job and the needs of their families.

How to apply

Interested candidates should email email cover letter and resume to:

EDsearch@eglestonsquare.org

Candidates are strongly encouraged to submit their application by **August 23, 2024**. Applications will be accepted until the position is filled, with priority given to those received by this date.

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

[Learn More about our work here](#) and [here](#)