



www.roslindale.net

November 1, 2010

Executive Director

Roslindale Village Main Street, a dynamic, successful 25 year main street program in Boston, and winner of the Urban Pioneer Award from the National Trust for Historic Preservation, is accepting applications for the position of executive director. The executive director is responsible for coordinating revitalization activities for a thriving and diverse neighborhood commercial district.

Mission

The mission of Roslindale Village Main Street (RVMS) is to promote Roslindale Village as an appealing destination and the dynamic center of our community. As a nonprofit organization, we bring together local volunteers, businesses and public agencies to strengthen the Village's economic vitality, physical appearance and unique local character. RVMS follows the National Main Street Program model.

The Board of Directors relies on the executive director as the only full-time employee who supervises a part-time administrative assistant and part-time seasonal farmers' market manager. The organization is financially strong and benefits from a vibrant core of more than 50 active volunteer business and community leaders and nearly 500 annual dues paying members.

Skills and Experience Required

The executive director is the primary advocate of local marketing and promotion activities, storefront renovations and other physical improvement projects, small business development assistance, outreach to businesses and property owners, recruitment and coordination of volunteers, management of part-time staff or consultants, communications to members (including Web site management), financial record keeping, and maintaining productive relationships with business owners, public officials and other volunteer civic groups. Hours can be irregular and include some evening meetings or Saturday activities.

Candidates should have experience or education in one or more of the following areas: commercial district management, public relations, small business management or development, retailing, property management, community development, historic preservation, non-profit administration or fundraising. The ideal candidate must be outgoing, entrepreneurial, energetic, well organized and able to work effectively with others and independently. Strong oral and written communication skills are essential. No matter how skilled a promoter or organizer, the executive director will not be successful without an ability to develop a good rapport with business owners, volunteers, public officials and other stakeholders.

Minimum Requirements

1. Skills and experience meet description above; preference will be given to candidates who have worked successfully for a nonprofit organization with a similar or related mission.
2. Undergraduate college degree
3. Proficient in (or ability to learn) Microsoft Office, Excel, QuickBooks, Web editing, desktop publishing

Salary

Annual salary is \$45,000 full-time.

Applicants must submit a cover letter, resume and 3 references by December 1, 2010 to:

Search Committee
Roslindale Village Main Street
2A Corinth Street, Roslindale, MA 02131