

DOWNTOWN RUTLAND

POSITION OPENING



1/06/2022

Job Title: Executive Director

Hours: Full-time, year-round

Location: Hybrid, office at 48 Merchants Row

Salary range: \$45k - \$52k, based on experience

Benefits: Health insurance match, parking pass, and cell-phone stipend

Position Description:

The Executive Director works directly with downtown merchants and property owners, city officials and stakeholders, event vendors and volunteers to support the mission to manage, market, and maintain the Downtown Rutland Special Benefits District. The Executive Director reports to the DRP's Board of Directors and Rutland Redevelopment Authority, and oversees the Marketing and Events Coordinator position.

Key Tasks and Responsibilities:

- Maintain the day-to-day operations of the organization
- Maintain the annual budget
- Work with the board treasurer and bookkeeper to keep accurate financial records
- Oversee the organization's various projects and initiatives and collaborate with staff, partners, and stakeholders to carry them out successfully
- Manage communications across multiple platforms including writing press releases and newsletters, crafting social media content, and working with local news outlets
- Create monthly, quarterly and annual reports
- Work with staff and volunteers to plan and coordinate the DRP's annual events
- Listen, consider and respond to a wide range of thoughts from businesses, partner organizations, the community and the city
- Identify and secure sources of revenue such as sponsorships, advertising, and income from events

Qualifications & Experience

- Degree in business, marketing, community development, or related field
- Experience working in a nonprofit organization and reporting to a board of directors
- Experience managing programs and reporting outcomes
- Proven ability to manage finances and maintain budgets
- Understanding of effective marketing strategies
- Experience in organizing and running events
- Excellent communication skills, both written and verbal
- Well organized with an ability to manage competing priorities and projects simultaneously
- Strategic thinker who can plan for the short and long term

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Who We Are:

The Downtown Rutland Partnership is a small staff non-profit that, with the support of our community, works hard to make our downtown a vibrant and inviting home for locally-owned businesses. We're the cheerleaders and the support system for our downtown businesses. We partner with area organizations that host events that help to draw thousands of people each year to Downtown Rutland. No two days are ever the same, and that's part of the excitement and the reward.

Who We Need:

People often describe you as creative, organized, outgoing, and someone that loves meeting new people and making invaluable connections. You value teamwork and appreciate the opportunity to collaborate closely with others, while comfortably taking a leadership role as needed. You enjoy investigating new & innovative ways to tackle a problem. You rarely miss an important deadline, and you're energized by a good project plan. You appreciate the value of a flexible work schedule that includes some nights, weekends and outdoor events.

To Apply:

Please email cover letter and resume to nikki@downtownrutland.com and shannon.poole@hfcvvt.com by Friday, January 21st.