

Executive Director Job Description

Lawrenceville Main Street, Inc.

Background:

For the last 20 years, the Lawrenceville Main Street (LMS) Board, volunteers and staff have worked to enhance the Main Street area. As a volunteer-led nonprofit organization, LMS promotes revitalization and improvements to the Village, the National Register Historic District. We accomplish this by implementing exciting events, recruiting new shops, building meaningful partnerships, and marketing and beautifying the charming historic shopping district for Lawrence Township residents.

The Executive Director serves as chief administrative officer for the Board of Directors (BOD) of Lawrenceville Main Street (LMS) and is charged with implementing the goals, policies, and decisions made by the LMS BOD. The Executive Director is responsible for the overall administration, financial management, and day-to-day activities of LMS as outlined below.

We are offering a part time position, with a competitive salary and the opportunity for growth into a full time position. Strong communication, computer and writing skills are required. The Executive Director would be responsible for the following:

Management/Administration

- Perform daily administrative functions for LMS, and Friends of LMS.
- Supervise consultants, interns and volunteers, and any future office staff.
- Prepare materials for Board Meetings, in consultation with Board President; attend and participate in Board Meetings throughout the year.
- Provide leadership in the development of vision statements, mission, goals and the corresponding strategies, business plans and budgets to achieve them.
- Participate in and provide guidance and support to all LMS teams/committees as they plan and implement projects, events, and programs.
- Maintain accurate database of business movement within the LMS District regarding new businesses, change of business ownership, change of property owners, and vacancies that occur. Work to retain existing businesses and

Marketing/Retail Support

- Ensure consistent brand identification of LMS through website, signage and all other marketing materials.
- Understand key issues and challenges confronting downtown businesses and property owners and work to address them. Maintain strong visibility and communication with stakeholders.

Financial

- Research, target and pursue grant opportunities.
- Solicit contributions and sponsorships independently and with BOD members where appropriate.
- Improve the financial health of the LMS, working with the BOD, through budget planning, strategic planning and fundraising, sponsorships, and programs/events.
- Prepare and present annual budget and work plans to the Board and committees for approval.
- Manage day-to-day finances of LMS.

Communication

Communicate and provide timely information to the LMS President, Executive Committee and the Board on appropriate issues that affect the BOT or the LMS.

- Develop strategies for effective communications and foster a strong relationship with downtown businesses, stakeholders and the community.
- Partner with other existing community agencies/groups for strong area-wide promotion of the LMS.
- Attend and participate in various City and Civic organization meetings to promote the views and concerns of the BOT and Stakeholders
- Provide Main Street New Jersey with quarterly or monthly reports on the health of the organization and the Main Street District.

Please send cover letter and resume to: LawrenceMainStreetedposition@gmail.com.