

## **EXECUTIVE DIRECTOR – DOWNTOWN WESTFIELD CORPORATION**

WESTFIELD TOWN, Union County. Seeking full-time Executive Director.

Responsible for overall day to day management of the Downtown Westfield Corporation (DWC) Special Improvement District, including the overall economic development strategy to deliver on the following key objectives: ensure the long-term vibrancy of Westfield's historic downtown; mitigate commercial vacancies; and develop and execute promotional, marketing, and communication strategies to support and recruit businesses. The Executive Director reports to the DWC Board, with direct accountability to the Chair and Vice Chair. The ED also oversees DWC staff, budget development and reconciliation, as well as Main Street reporting. Applicants must have strong management and leadership skills; proven ability to troubleshoot, lead, and manage multiple projects. Bachelor's Degree with a minimum of five years professional experience as a leader in economic development programs, an SID, and/or Main Street Program; foundation in planning, public administration, or commercial real estate. Full job description available upon request.

Email cover letter and resume to Downtown Westfield Corporation at [info@westfieldtoday.com](mailto:info@westfieldtoday.com) by July 15, 2022. The Town reserves the right to conduct interviews prior to application deadline as qualified candidates are identified. EOE