



Candidates Wanted: Executive Director, Downtown Hightstown, Inc.

Downtown Hightstown, Inc (DTHT) is an independent group of community-minded business persons and residents committed to developing the economic activity and aesthetic of the core downtown area, to combat community deterioration and to educate the public regarding the history, diversity and culture of Hightstown, NJ (pop. 5,500). We are seeking an Executive Director to maintain an established non-profit organization based on the Main Street Four-Point Approach to downtown revitalization.

Duties include, but are not limited to:

- Learn about and follow the Main Street Four Point Approach to downtown revitalization.
- Set the agenda and distribute it to project team members for monthly meetings.
- Coordinate activity of DTHT program committees, ensuring that communication between committees is well established; assist committee members with implementation of work plan items.
- Manage all administrative aspects of Downtown Hightstown, Inc, including grant writing/fund raising, record keeping, budget development and accounting, preparing all reports required by the State of New Jersey, and any funding sources or consultants.
- Develop, in conjunction with the DTHT Board of Directors, downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources. Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district, including government of the Borough of Hightstown, Hightstown Economic Development Committee and the Hightstown Historic Preservation Committee, Environmental Commission and Parks and Recreations Commission.
- Write or assist the Board of Directors in writing the annual strategic plan update/annual report.
- Develop and conduct on-going public awareness campaigns with public speaking, media interviews, etc.
- Assist tenants and property owners with physical improvements by obtaining and supervising professional consultants; assist in locating businesses and financial guidance for physical improvements.
- Assess management capacity of major downtown organizations and encourage improvements in the downtown community's ability to carry out joint activities such as promotional events, advertising, business recruitment, special events, etc.
- Encourage a cooperative environment between downtown organizations and businesses.
- Help build strong and productive working relationships with appropriate public agencies at local and state levels.

- Represent the organization at important local and state events. Speak effectively on program's directions and findings, always mindful of the need to improve state and local economic development policies as they relate to smaller communities.
- Develop and maintain a data system locating new businesses in the downtown area, and engage new business owners when appropriate.
- Assist in planning and coordinating all special events and promotions, including grand openings.

Qualifications:

Candidate must be self motivated, possess strong relationship building qualities and have a passion for the community. Excellent verbal, written and interpersonal communication skills. The ability to work well and to motivate multiple personalities. Experience in sales, marketing and leadership, grant writing, historic preservation, small business development and nonprofit management a plus. Internet savvy a must. Excellent business and personal references. Flexibility in work schedule, as scope of position will include some nights and weekends. Must be physically capable to perform essential function as required.

Salary:

N/A

How to apply:

Email resume to info@downtownhightstown.org