

EXECUTIVE DIRECTOR



Greater Grove Hall Main Streets, Inc. (GGHMS) seeks a dynamic and creative leader to provide strategic leadership and day-to-day management for a neighborhood based economic development nonprofit organization. The Executive Director will provide development support, resources and information to businesses, residents, and neighborhood groups and associations and to work

with key stakeholders and municipal agencies to help grow and maintain the economic vitality of the commercial and residential neighborhoods along Blue Hill Avenue and the Greater Grove Hall community – Roxbury and North Dorchester.

RESPONSIBILITIES

- Provide GGHMS's core portfolio of services to current district businesses
- Develop and maintain relationships and partnerships with businesses and neighborhood organizations and with municipal agencies and other key stakeholders related to the commercial and residential neighborhoods along Blue Hill Avenue and the Greater Grove Hall community.
- Develop and execute organizational fundraising efforts and business networking opportunities
- Manage the GGHMS office including, data systems, purchasing, record keeping, budgeting, volunteers and vendors and coordinate and provide administrative support to volunteer Board and Committees.
- Develop and distribute organizational and district promotional materials
- Serve as the organization's point of contact to the media
- Manage the organization's website and social media channels

QUALIFICATIONS

- Bachelor's degree or 10 years in program development and fundraising required
- Experience in one or more of the following areas required: The Main Street Four-Point Approach®, business/economic development, city/urban planning, marketing, historic preservation, community organizing, fundraising and/or volunteer management
- Strong competency in use of Microsoft Office and/or Google Apps related tools to aide in data and account management, communication and marketing
- Ability to work independently and successfully with a volunteer Board of Directors and to accommodate a demanding yet flexible schedule including some evenings and weekends
- Demonstrated experience in event planning, grant writing and/or resource development for small non-profits is a plus as is familiarity with the Roxbury and Dorchester community and businesses.

SALARY

\$42,000-\$45,000, depending on experience

HOW TO APPLY

E-mail resume and cover letter to:

ED Search Committee

greatergrovehallmainstreets@gmail.com

Application deadline is 5pm on Friday, October 4, 2013

GGHMS is an equal opportunity employer

For more information, visit www.greatergrovehall.org