

Tenleytown Main Street Executive Director

Tenleytown Main Street is seeking an Executive Director to lead its business district revitalization and growth. The ideal candidate will have experience with small businesses, community organizing, and non-profit management.

Tenleytown Main Street (www.tenleytownmainstreet.org) is a nonprofit organization that works with local businesses, property owners, and the community to strengthen the economic vitality of the Wisconsin Avenue, NW corridor, from Rodman to Fessenden street. We seek to achieve a business district that is thriving and walkable, with a friendly neighborhood center that both retains its small town feel with up-to-date urban amenities. Community engagement is a priority, as an engaged community is essential for a thriving business community.

What we are looking for: A successful candidate will be a strategic thinker, with leadership, entrepreneurial, communications, marketing, fundraising, and event planning skills. Management and multi-tasking skills are essential. The position is full-time, with some evenings and weekends required. Our funding does not allow for our Executive Director to work remotely.

Program and Organization Management:

- Grow and maintain strong relationships with a diverse network of stakeholders including business and property owners, developers, nonprofit leaders, public officials, community members and volunteers.
- Maintain and provide a robust portfolio of pro-bono business consulting services
- Lead annual TMS Small Business Grant application process and grant awards.
- Coordinate with local government agencies, ANCs and other public entities.
- Lead initiatives to improve public green spaces through placemaking and public art strategies.
- Engage and manage a team of volunteers and consultants for operational assistance such as small business technical support, communications, event planning, and financial management.

Events and Fundraising:

- Manage and maintain grant programs from the DC Department of Small and Local Business Development (DSLBD), DDOE, the Mayor's Art All Night and Clean Team programs and others.
- Implement annual fundraising strategies aimed at private, individual, corporate, and public-sector supporters through donations and event sponsorship.
- Plan, promote and execute Main Street events throughout the year that highlight the businesses and the unique characteristics of Tenleytown -including Art All Night.
- Develop additional revenue streams including individual donor base, corporate sponsors and grants.
- Recruit, coordinate and manage volunteers for events and committees.

Communications, Marketing & Events

- Oversee development and distribution of internal and external communications, including website, social media, weekly newsletters, and marketing materials.
- Outreach to local media, blogs, listservs, and other publications.

Board of Directors and Financial Management

- Maintain an effective and collaborative relationship with the Board of Directors.
- Develop an annual organizational workplan and budget in concert with the Board of Directors
- Develop and manage an annual fiscal budget which includes knowledge of generally accepted accounting principles.

Experience and Qualifications

- 5-7+ years of experience in nonprofit management, small business assistance, community development, program management, volunteer management, relationship development, and/or fundraising.
- Strong customer service skills with the ability to collaborate with diverse stakeholders.
- Excellent writing and communication skills.
- Attention to detail with the ability to quickly maneuver between big picture strategic thinking and micro program management.
- A Bachelor's degree or equivalent experience.
- Desirable software skills include QuickBooks Online, WordPress, MailChimp, Google Suite, etc.
- Familiarity with the Tenleytown community and business district, grant management, and prior work with DC government programs is a plus.

Compensation: The salary range, depending on experience, \$85,000-\$100,000 plus benefits

To apply please email a resume and a one-page cover letter to info@tenleytownmainstreet.org. *No phone calls please.*