

# **EXECUTIVE DIRECTOR**

## **ORGANIZATION SUMMARY:**

Headquartered in Honesdale, PA, Greater Honesdale Partnership (GHP) is dedicated to the smart growth of the Downtown Core. GHP's mission is to *promote, build, and invest in our community*. GHP brings together government, residents, the Honesdale entities, local businesses, and civic organizations to enhance the beauty of downtown, attract new businesses, and provide quality family programs for residents and visitors.

The ED is the sole full-time GHP employee and reports to the GHP Board of Directors, a group of active volunteers representing the community, local business, and government entities.

## **JOB DESCRIPTION:**

The ED manages the day-to-day operations of the GHP. Establishing and maintaining relationships with various entities is critical to GHP's core mission of enhancing Downtown Honesdale. Utilizing proven business acumen, the ED will serve as the "face" of GHP, interacting with local businesses, government entities, residents, and visitors. The ED works collaboratively with local and regional organizations to promote Honesdale, Pennsylvania, and the downtown district as a regional destination.

## **DUTIES OF THE EXECUTIVE DIRECTOR INCLUDE:**

- Develop and implement strategic plans and operational projects.
- Facilitate monthly board meetings, and other committee meetings, as necessary. Ensure positive, productive communications between and among committees and the board.
- Manage all aspects of the organization's administration and business processes, including record keeping, purchasing and, with the Board Treasurer all budget-related matters.
- Manage the Keystone Communities Main Street designation *process* with the Pennsylvania Downtown Center (PDC) and the Pennsylvania Department of Community and Economic Development (DCED) and annual pursuit of Main Street National accreditation.

- Engage in a variety of development activities including grant writing and fostering relationships with funding sources, in order to fund day-to-day operations as well as special projects.
- Make presentations to local and regional boards, commissions, foundations, civic groups, and the general public.
- Build and maintain relationships with both local community and civic organizations, and with corporate and small business partners.
- Identify opportunities to support existing Downtown Honesdale businesses and cultivate and recruit new businesses and investors.
- Attend bi-monthly Borough Council meetings and Planning Commission meetings to represent GHP when downtown-related topics or projects are being discussed.
- Work with property owners to ensure consistency in architectural and engineering planning for the development of downtown properties.
- Provide networking opportunities for local businesses throughout the year.
- Organize, coordinate, and oversee volunteer programs related to GHP's committee work.
- Shape, manage and drive all traditional and social media marketing and communications with assistance from volunteers and interns from local educational institutions.

## **REQUIREMENTS:**

- Bachelor's degree in community development, urban planning, historic preservation, landscape architecture, nonprofit or public administration, marketing, or a related field
- Proven experience in identifying and securing sustainable funding sources (example grants, sponsorships)
- Ability to manage day-to-day business operations
- Experience in developing and executing successful vibrant cultural programs and events
- Strong relationship building experience and skills
- Excellent organizational and problem-solving skills
- Ability to accommodate flexible scheduling including evenings and weekends, as necessary
- Ability to work independently, as well as with a diverse group of stakeholders

- Excellent oral and written communication skills
- Knowledge of basic accounting and standard office software packages, including the Microsoft Office Suite, Google apps, Adobe creative suite, and QuickBooks
- Ability to lift 50 lbs., walk up and down stairs, and stand or sit for long periods of time

#### **EXPERIENCE PREFERRED BUT NOT NECESSARY:**

- Main Street Programs, or similar neighborhood commercial districts
- Non-profit, community organization administration or management
- Non-profit accounting, record-keeping and state and federal reporting requirements for 501(c)(6)
- Business services and equipment suppliers/vendors, small business owners, and property investors

#### **ADDITIONAL INFORMATION:**

- Successful candidate should have ability to work remotely within a reasonable distance of Honesdale within 20 miles.
- Salary commensurate with experience, benefits offered through reimbursement
- This is an exempt position, as defined by the Fair Labor Standards Act. Therefore, the ED is not entitled to overtime or compensatory pay
- Training and attendance at professional conferences and meetings is required for this position of state and nationally accredited programs

#### **APPLY:**

Interested applicants should submit a resume, cover letter and three references, by **May 15, 2022** to [ghp@visithonesdalepa.com](mailto:ghp@visithonesdalepa.com) Cover letter must include an answer to the question: " Explain three ways to alternatively promote Honesdale". Tentative hiring date is **June 1, 2022**. GHP is an equal opportunity employer.