



Main Street Hanover, Inc. is seeking an **EXECUTIVE DIRECTOR** to lead its team. This position will coordinate activities within Hanover's non-profit downtown revitalization program – Main Street Hanover, Inc. The Director assists the board of directors, committees, and volunteers in the development, execution, and documentation of the Main Street program based on the National Main Street Programs four points (organization, promotion, design and economic vitality). Ideal candidate will be a dynamic self-starter with 3+ years of relevant non-profit experience and excellent written and verbal communications skills. A Bachelor's/Associate's degree is preferred but not required. Candidate should possess strong analytical and problem-solving skills and able to work independently, while maintaining a team atmosphere.

Responsibilities include:

- Research, identify, secure, and manage funding, including grants, loans or other incentives from private and city and state agencies for operations support and special projects.
- Cultivate and develop relationships with prospects and donors.
- Develop and implement an annual budget and fund-raising plan to expand revenue base.
- Identify, cultivate, and recruit new businesses and investors, and support existing businesses in Downtown Hanover.
- Recruits an active volunteer force and coordinates activities of Main Street Hanover volunteer committees, ensure good communications between and among committees and the Board of Directors and assist committees in implementing their work plans.
- Shape, manage, and drive all traditional communications, website, social media, and print media for the organization.
- Build strong and productive working relationships with public agencies, other non-profits, local developers, property owners and merchants, and other commercial corridors in the area.
- Oversee financial administration of Main Street Hanover and manage all day-to-day administration of the Main Street Hanover organization.
- Participate with the Board of Directors in developing a vision, strategic plan and programs to guide and grow the organization and increase revenues to meet annual operating expenses.
- Develops and conducts public awareness and education programs through speaking engagements, media interviews and appearances to keep Main Street highly visible.
- Maintain positive and effective relationships with stakeholders, businesses, property owners and downtown residents.
- Maintain positive communication with the Borough of Hanover and Hanover Chamber of Commerce.



(717) 637-6130



40 York Street, Hanover, PA 17331



www.mainstreethanover.org

Experience with non-profit fundraising, including corporate membership campaigns, sponsor solicitations, institutional supporters, and individual donors and in economic development desired. Computer proficiency in MS Word, Excel, PowerPoint and Adobe is critical for this position along with social media management. This position will regularly attend Main Street Hanover meetings and events. Some weekend and evenings required throughout the year.

Benefits include: a competitive compensation package that includes health, dental, vision insurances in addition to short-term, long-term disability insurances and life insurance. There is a competitive vacation, sick and personal day schedule in addition to 7 paid holidays.

Salary range of \$45,000 - \$55,000.

Main Street Hanover, Inc. is a 501c3 non-profit community organization that works to expand the economic capacity of downtown Hanover, thus improving the business environment, enhancing the quality of place, and increasing community synergy. EOE. Qualified candidates should send RESUME to: Attn: MSH to recruiteba@comcast.net



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