



**Downtown Milford, Inc.**  
7 S. Washington Street  
Milford, DE 19963

**Tel: 302-839-1180**

## **Executive Director Job Description Downtown Milford, Inc.**

**Job Summary:** The Executive Director of Downtown Milford, Inc. (DMI), a 501 (c) 3 non-profit, designated Delaware Main Street program, is responsible for creating and managing programs and projects that continually promote quality civic, economic, commercial and cultural development of the central business district in Milford, Delaware through concentrated efforts in economic development, organization, design, and promotion. Milford, Delaware is a traditional downtown in central Delaware with a population of 9,993, approximately 140 businesses in the central business district, a Riverwalk, and a variety of arts assets. Milford has recently been named one of the top places to live in Delaware, with Delaware itself being named a top state in which to retire in the country.

**Job Knowledge and Skills Required:** Successful candidates will possess strong written and oral communication, project management, and organizational skills with experience in or a strong understanding of several or all of the following areas: small business development/recruitment, public relations, social media, economic development, volunteer management, fundraising, and/or non-profit management. Experience in historic preservation, marketing, grant writing and event planning is a plus. The Director must be well-organized, energetic, self-motivated, entrepreneurial, and able to work well with a diverse group of city/county/state leaders, businesses, volunteers, and community groups. The Director must be able to handle administrative duties commensurate with running an office without paid staff, some of which will require light physical activity such as lifting. Additionally, walking throughout the downtown will be expected on a regular basis. Bachelor's degree or equivalent experience is preferred, as is affiliation with, or strong working knowledge of, the National Main Street™ program.

### **Range of Duties:**

- Coordinate activity of the Main Street program by establishing and maintaining open lines of communication with committees, assisting with creation and implementation of work plans, providing ongoing volunteer support, and attending committee and City meetings.
- Develop and maintain a strong organizational structure for a sustainable economic development effort, with a focus on ensuring that all organizational resources (partners, funding, volunteers, etc.) are mobilized effectively and in close coordination with the City of Milford's economic development activities. Assist with development and implementation of a plan to recruit, train, manage, and recognize volunteers including members of the Main Street committees, as well as short-term volunteers.
- Develop and conduct ongoing public awareness of DMI's activities by developing strong working relationships with state/county/local officials and agencies, community groups, local business and property owners, community stakeholders, and press contacts. Foster public and business community understanding of Main Street's mission and goals,

keeping the program positively in the public eye, and maintaining a cooperative relationship with the media and through the regular use of social media.

- Assist Board of Directors and committees with fundraising activities, including developing and expanding funding sources and preparing grant applications.
- Managing administrative aspects of the program by record-keeping and accounting, budget development, grant administration, purchasing, preparing and filing reports, and collection of key statistics for quarterly report required by the State of Delaware and the City of Milford. Coordinate maintenance of the DMI leased building.
- Serve as an advocate for downtown businesses, issues and economic development at local and state/county levels through familiarity with, and understanding of, local concerns and issues, speaking effectively on program's goals, issues, and results, and working to improve public policy relating to the downtown area.
- Serve as a liaison with the City of Milford on downtown projects, economic development initiatives and other activities that advance the goals of DMI and the City.
- Serve as the liaison with the State of Delaware coordinating Main Street office.
- Direct business retention, expansion and recruitment efforts by providing information, expertise, and referrals to business owners; market Downtown Milford as a destination and business culture; work with building owners to enhance the quality of retail and commercial space; coordinate business improvement trainings; oversee incentive program to encourage investment in the downtown.
- Participate in statewide and national training opportunities as a means of engaging in ongoing professional development and networking, and to promote professional effectiveness. Effectively transfer that information to volunteers of the program and integrate ideas into DMI activities and projects.

**Compensation:** Starting salary \$32,000 to \$36,000, with the ability to increase to \$40,000 annually, determined based on qualifications, and includes paid vacation and holidays, sick leave, and flex-time. Health insurance is negotiable and downtown living accommodations may be offered as part of the package.

**Work Schedule:** This is a full-time position, to include nights and weekends, as necessary, for committee meetings and program events.

**Please send resume, cover letter, and three (3) references electronically to [sara@downtownmilford.org](mailto:sara@downtownmilford.org), with subject line to read JOB SEARCH.**

While electronic submissions are preferred, materials may optionally be sent by mail to: Executive Director Search Downtown Milford, Inc. P.O. Box 12, Milford, DE 19963

Questions about the position should be in writing and submitted electronically to [sara@downtownmilford.org](mailto:sara@downtownmilford.org). No calls to DMI or the State of Delaware Main Street coordinating program will be accepted.

Applications will be accepted until position is filled, however, the first round of evaluations will be made on resumes received by May 3. AA/EOE.

(April 2017)

**Website: [www.DowntownMilford.org](http://www.DowntownMilford.org)**

***Downtown Milford, Inc. is a non-profit organization  
(as defined by Section 501(c)(3) of the Internal Revenue Code of 1986)***