

Middletown Main Street is looking for an energetic Executive Director!

The Executive Director is the full-time advocate for the economic revitalization of downtown Middletown, acts as the key liaison for downtown activities, and works collaboratively to build relationships and year-long programming with a variety of community stakeholders. The Executive Director is responsible for the development, execution and documentation of the Main Street program, as well as representing the community regionally and nationally as appropriate. This position involves a non-traditional work schedule, includes nights and weekends, but offers flexibility in scheduling. The Executive Director works directly with the Board of Directors, several working committees, and volunteers to design and implement programming to bring more people, businesses, and activity to downtown Middletown.

The program director should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, volunteer or non-profit administration, architecture, historic preservation, and/or small business development.

The program director must be sensitive to design and preservation issues and must understand the issues confronting downtown business people, property owners, public agencies, and community organizations. The director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills are essential. Supervisory skills are desirable.

Salary \$28,000 - \$30,000 (may be negotiable depending on qualifications and experience)

Please email cover letter with salary requirements and resume to: MMS Recruiting Committee at elmshr@verizon.net. Position will remain open until most qualified candidate is selected.