

JOB OPENING: Executive Director - Hardwick Downtown Partnership



Organization:

The mission of the Hardwick Downtown Partnership (HDP) is to provide leadership to support the economic, social, recreational, and cultural vitality of downtown Hardwick. The HDP is a new organization with a working board of volunteer directors formed in 2023 in coordination with Hardwick's Downtown Designation. Municipalities that receive designation collaborate with the Vermont Downtown Program which helps to support community revitalization while preserving the historic character and enhance the future of Vermont's historic downtowns.

Position Summary:

The Executive Director of the Hardwick Downtown Partnership is responsible for helping the HDP Board of Directors to establish and maintain strong working and collaborative relationships with town government, local businesses, the media, and the public with the aims of ensuring sustainability of Hardwick's businesses and advancing the mission of the organization. This part-time position is supervised by the HDP Board President and is evaluated by the HDP Board of Directors. The Executive Director will be responsible for keeping the quarterly meeting schedule of the Board of Directors and subsequent committees and events of the organization, reporting regularly about the operation, finances, and advancement of goals.

Salary:

\$20,000 - \$24,000 (*avg. 15 hrs. per week*) based on skills and experience. The position has a flexible schedule and workspace with access to office space provided by the Town of Hardwick. Remote work flexibility that includes evening and weekend meetings and events. Benefits include opportunities for professional development training through webinars, conferences, and semiannual Downtown Retreats provided through the Downtown Program of Vermont Department of Housing and Community Development.

Responsibilities include:

- Develop and oversee organization and execution of HDP events, including operational logistics and regulations, volunteers and committee tasks, vendors, entertainment, and marketing
- Maintain a leadership role in communications with area businesses alongside HDP and Town Staff.
- Assist with and/or write grant proposals, applications, and contracts in collaboration with HDP Board and Hardwick Community Development Coordinator
- Coordinate with the Board Treasurer and Bookkeeper on the organization's budget.

Preferred Skills & Qualifications:

- Excellent oral and written communication skills.
- Ability to establish relationships and successfully collaborate effectively across cultures and constituencies that include public officials, town staff, area businesses, and local organizations.
- Proficiency in Microsoft Excel, Microsoft Word, Google docs.
- Fluency with traditional and non-traditional marketing and advertising strategies.
- Familiarity and willingness to learn about the "Main Street 4-point approach" and strategic plan to the Town's economic development plans
- Familiarity and willingness to learn about State, Federal, and private funding opportunities to support increased economic vitality.

To Apply: Please submit a cover letter and resume via email to: hardwickdowntownpartnership@gmail.com