



JOB DESCRIPTION - EXECUTIVE DIRECTOR

Revitalizing Waterbury, Inc. ("RW"), located in Waterbury, Vermont, seeks an executive director. RW, a 501(c)(3) not-for-profit corporation, was founded in 1991 to preserve, promote, and enhance the economic, historic, and social vitality of Waterbury for residents, businesses, and visitors. RW strives to create and maintain a vibrant community that is inviting, safe, economically sound, lively, and livable. As an organization RW commits to help Waterbury be a place that is welcoming and accessible, where people support and encourage each other, where differences are valued and embraced, and all voices are heard.

RW is one of Vermont's 24 designated downtowns and an accredited member of the national Main Street Program. As well as serving as one of Waterbury's most active nonprofit organizations, RW is an ombudsman for small businesses in and near Waterbury; a mediator between those businesses and town and State governments and agencies.

POSITION DESCRIPTION

The executive director is the chief executive officer of Revitalizing Waterbury, Inc. ("RW"). They report to RW's board of directors, and, in partnership with the board, is responsible for designing, developing and implementing the organization's long-term strategic plan. They manage RW's day-to-day operations, four volunteer member program committees and their corresponding annual work plans, and has specific responsibilities for organizational oversight, program development, fiscal stewardship, community outreach, donor relations, marketing, and volunteer management. They are responsible for the consistent achievement of RW's primary mission and goals: programmatic, operational, and financial. They encourage public awareness of RW's activities and programs, and acts as a liaison with local, regional and statewide communities, especially as related to Waterbury's designation as one of 24 Vermont designated downtowns. In carrying out the duties of the executive director, they benefit from close advisory relationships with RW's board of directors, RW program committees, and community members.

QUALIFICATIONS

- Bachelor's degree and 5+ years related experience.
- Non-profit management or leadership experience.
- Hands-on, approachable manager skilled at coordinating the work of committees to achieve overall organizational goals while effectively representing an

organization deeply enmeshed in the community.

- ☐ Ability to work cooperatively with a wide range of individuals, and be a consensus builder, able to achieve unity of purpose among diverse stakeholders.
- ☐ Excellent organizational and communications skills, including strong writing, editing, and proofreading skills, and will be comfortable with public speaking and with managing public and media relations.
- ☐ Experienced and successful fundraiser.
- ☐ Ability to communicate the organization's needs effectively to a diversity of audiences.
- ☐ Broad experience in marketing communications and outreach, including social media channels.
- ☐ Budget development and financial oversight experience, adept at reading and interpreting financial reports.
- ☐ Sensitive to design and preservation matters.
- ☐ Understand issues faced by business owners, property owners, public agencies, and community organizations.
- ☐ High level of energy, an entrepreneurial, imaginative, flexible thinker, and a quick learner.

DUTIES

Leadership & Management

- ☑ Successfully represent RW's mission, objectives, and programs to internal and external stakeholders and the general public;
- ☑ Serve as RW's primary spokesperson at local, regional, statewide meetings and events;
- ☑ Effectively translate RW's mission into concrete action items and prioritize short-- and long--term goals of the organization;
- ☑ Manage all administrative aspects of RW; design, develop and maintain appropriate data systems for record keeping, reporting, and information retention;
- ☑ With RW's board develop and approve RW's strategic plans and annual budget; ensure that RW operates within that budget and that adequate funds are available to carry out the organization's mission;
- ☑ Report regularly and thoroughly to RW's board on the programmatic, organizational, and financial health of RW and on internal and external opportunities and challenges;
- ☑ Attend and participate in all RW board and Vermont Designated Downtown program meetings;
- ☑ Implement organizational priorities relating to the administrative and

substantive work of the organization.

Fundraising & Communications

- ☐ Build and nurture strong, productive working relationships with Waterbury municipal government, partner organizations, agencies, businesses, and community members at state and local levels;
- ☐ Work closely with RW's board to develop and implement a comprehensive fundraising strategy;
- ☐ Compile information on RW's activities for regular and special reports to RW's board, RW committees, Vermont Designated Downtown program, and grantors.

Volunteer Management

- ☐ Coordinate and monitor the efforts of RW's program committees, and RW's work with the Vermont Designated Downtown program;
- ☐ Lead and assist in assembling those committees' annual work plans; assist those committees with the implementation of their programs and projects;
- ☐ Build RW's capacity to effectively recruit and manage a volunteer force active in all areas of the organization's work;
- ☐ Attract, recruit and engage a strong and committed board of directors; provide information, advice, and counsel to RW's board and committees in the creation of policies, programs, and strategic direction of the organization.

This is a salaried, full--time position. Salary and benefits commensurate with experience. To apply, send resume, cover letter, writing sample relating to the position, and three references to jobs@revitalizingwaterbury.org.