**Ardmore Initiative**

**Ardmore, PA**

**JOB TITLE**: Assistant Executive Director

**SALARY LEVEL:** Based on qualifications Part-time / Full-time opportunity

**ESSENTIAL FUNCTIONS**

Established in 1993, the Ardmore Initiative is a Business Improvement District and Main Street Program that strives to maintain a vibrant downtown commercial district in Ardmore, PA. The Ardmore Initiative follows the Four Point Main Street Approach to downtown revitalization: Economic Vitality, Design, Organization, and Promotion. The Assistant Executive Director will work directly with the Executive Director in the daily operation and management of the program.

**JOB DUTIES:** Assist the Executive Director in implementing the Main Street Program with guidance from the Board of Directors and committees:

1. Coordinate activities of volunteer committees.
2. Recruit and manage volunteers.
3. Support and manage special events, assist with planning and development of new programs and initiatives, assist in fundraising activities
4. Promote the Ardmore Business District, the businesses within the district, and its programs and activities
5. Serve as a resource for entrepreneurship and small business development
6. Manage the Façade Improvement and Business Assistance grant programs as well as state and federal grants
7. Serve as a liaison between stakeholders, businesses, Lower Merion Township, and the community at large
8. Manage administrative aspects of the Main Street Program; prepare reports required by state and national organizations; track program progress for Pennsylvania Downtown Center
9. Plan and develop programs and initiatives that further the mission of the organization.

**WORK LOCATION**

On-site work location: 56 E. Lancaster Ave., Ardmore, PA 19003  
Off-site work in the community, predominantly within the business district  
Some evening and weekend hours required for Township meetings and special events

**KNOWLEDGE and SKILLS REQUIRED**

* The ideal candidate must understand the issues confronting downtown businesspeople, commercial property owners, local government, public agencies, and community organizations in addition to being committed to non-profit community revitalization.
* Experience in fundraising, event planning, project management, grant writing, retail and/or marketing is a plus, as well as a broad understanding of public policy and business development.
* Bachelor’s degree in Urban Planning, Community and Economic Development, Non-profit Management, Business Administration, or related fields is a plus. Master’s degree or professional experience a plus.
* The ideal candidate must be personable, energetic, entrepreneurial, imaginative, organized, and capable of functioning effectively independently.
* Candidate should possess excellent oral and written communication skills. Proficiency in MS Office applications, as well as working knowledge of basic graphic design programs and online communication tools, such as e-newsletter programs and social media platforms is essential.

**To apply, email resume, cover letter, and references to Nancy Scarlato, Executive Director (**[**nancy@ardmoreinitiative.org**](mailto:nancy@ardmoreinitiative.org)**) by June 1. Applications will be reviewed on a rolling basis.**