

Ardmore Initiative

Ardmore, PA

JOB TITLE: Assistant Executive Director

SALARY LEVEL: Based on qualifications - 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:

- a. Coordinate activities of volunteer committees.
- b. Recruit and manage volunteers.
- c. Support and manage special events, assist with planning and development of new programs and initiatives, assist in fundraising activities
- d. Promote the Ardmore Business District, the businesses within the district, and its programs and activities
- e. Serve as a resource for entrepreneurship and small business development
- f. Manage the Façade Improvement and Business Assistance grant programs as well as state and federal grants
- g. Serve as a liaison between stakeholders, businesses, Lower Merion Township, and the community at large
- h. Manage administrative aspects of the Main Street Program; prepare reports required by state and national organizations; track program progress for Pennsylvania Downtown Center
- i. 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) by June 1. Applications will be reviewed on a rolling basis.