



Title: *Executive Director*
Reports to: *Board of Directors*

Position Type: *Part-time, exempt*
Preferred Start Date: *January 4, 2021*

Brief Description

The Executive Director enacts the mission of the First Town Downtown (FTDT) organization to position and promote Windsor Center as a premier New England town center that protects and utilizes its proud heritage as the basis for developing vibrant recreational, economic, and cultural activity.

Goals and Key Accountabilities

- Oversee all aspects of FTDT's operations, including administration, membership, community outreach, coordination of projects and special events, fundraising initiatives, volunteer management, and other responsibilities deemed appropriate.
- Work with local government, businesses, community members, and other organizations to encourage economic development in Windsor town center.
- Create an environment where businesses and residents are engaged and can thrive.

Description of Work

- Grow FTDT membership, serve existing members by building and maintaining relationships, and organize and manage community events.
- Support Windsor Center events hosted by FTDT, the Chamber of Commerce, and town or center businesses.
- Attend Town of Windsor Economic Development and other Committee meetings, as appropriate.
- Communicate effectively with the FTDT Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Other duties as assigned by the Board of Directors.

Position Requirements

Experience and Training

- Management experience with a community organization, not-for-profit, or similar institution.
- Fundraising experience; grant writing and grant research experience is a plus.
- Demonstrated organization skills.
- Associates or bachelor's degree in public administration, marketing, or related field is desired. High school graduate at a minimum with at least five years of experience in administration, sales, marketing, promotions or communications fields.

Knowledge and Abilities

- High integrity, enthusiasm, and energy with a passion for helping Windsor businesses and the community.
- Ability to communicate effectively verbally and in writing.
- Ease with technology, including experience with social media communications and proficiency with Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Experience managing an organization's budget.
- Ability to: (a) prioritize tasks, make independent decisions, attend to detail, work in teams, and implement programs or events; (b) work flexible hours including some evenings and weekends; (c) analyze situations/interpret data and make recommendations; (d) interact professionally and diplomatically with vendors, property and business owners, and the general public; (e) organize and run events; and (f) be dynamic and active, including occasional lifting and moving of objects of approximately 25 pounds.
- Valid State of Connecticut Driver's license.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. First Town Downtown does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.