

## South Burlington City Center Collaborative Executive Director

- Type: Part-Time
- Salary: \$45,000 - \$50,000
- Location: Hybrid
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- Phone Number: 802-238-6866

### **Job Description:**

South Burlington City Center Collaborative, SB3C, is seeking a highly motivated professional to serve as our Executive Director. The position will interact with the SB3C board, City Center businesses, residents, property owners, organizations and the City of South Burlington to increase City Center's vitality. The Executive Director is responsible for the implementation of the Main Street Program focused on four areas: Economic Development; Promotion; Design and Organization. They will advise existing businesses, recruit new businesses, run marketing campaigns and events, work to improve the physical appearance of City Center and manage all administrative aspects of SB3C.

### **The South Burlington City Center Collaborative Mission:**

Since 2015, South Burlington City Center Collaborative - a 501(c)(3) nonprofit organization – has been working to support and promote a healthy, vibrant, bicycle and pedestrian friendly center of community activity that offers entertainment, shopping, services and a gathering place for the community.

### **Job Duties Include:**

- Serve as coordinator of the South Burlington City Center Collaborative. Plan and execute monthly board meetings and quarterly member meetings; report on activities; serve as liaison between the public and SB3C committees; research and recommend policies and strategies to SB3C Board and Committees.
- Assist the SB3C board of directors and committees in developing an annual budget and action plan for implementing a Main Street Program focused Economic Development; Promotion; Design and Organization.
- Foster relationships with local artists, and community leaders to cultivate a thriving cultural scene.

- Foster relationships with downtown businesses including in-person and written contact, making presentations before groups and finding ways to promote individual businesses and City Center businesses as a whole. Stay abreast of their status such as any potential for expansion, assist with problems, follow up on requests, prepare newsletters, social media posts and brochures.
- Execute and facilitate events and other joint activities such as promotions, advertising, special events, business assistance and education, business recruitment, and communicate with members, businesses and the media about these downtown activities as determined by the annual SB3C workplan.
- Create programs that encourage and maintain membership to SB3C.
- Make presentations to City Council and other groups. Act as a go between and communicate with the City of South Burlington staff.
- Provide content to update the SB3C website and social media.
- Develop grants and funding sources to support the activities of SB3C; research, write and contract for grants procurement and administration as required.

#### **Desired Education and Experience**

- A degree and/or training in business, economic development, nonprofit management, community development, urban planning, or a related field.
- Strong ability to build and sustain membership, partnerships and engage stakeholders.
- Experience in grant writing, fundraising, and financial management for nonprofits is a plus.
- Familiarity with the Main Street Program Four-Point Approach (Economic Development; Promotion; Design and Organization) and place-based economic development.
- Ability to work closely with the SB3C board and membership.
- Excellent communication, marketing, and community engagement skills.