

Please apply with a cover letter and resume by Friday, December 2. Applications without a cover letter will not be considered. Expected start date is early January 2023, but could be sooner.

About Downtown Framingham, Inc.

Downtown Framingham, Inc (DFI) is a 501(c)(3) nonprofit corporation dedicated to building business, community, and culture through the Main Street America model with its four tenets of economic vitality, organizational partnerships, urban design and placemaking.

Role Description

The DFI Board of Directors seeks a self-motivated, entrepreneurial and passionate Executive Director to help guide downtown Framingham toward a vibrant and prosperous future. The Executive Director will continue DFI's work to implement best practices in economic and community development, delivering successful growth of our diverse central business district.

The Executive Director must be able to think critically and innovatively about the future of Downtown Framingham. The Executive Director will also serve as a conduit to City Government for the many stakeholders in downtown.

The Executive Director will be responsible for the implementation of new and existing programs within the following core areas: administration, fundraising, community engagement, and program development & implementation.

Duties and Responsibilities

Administration

- Partner with the Board of Directors for strategic planning, financial planning and program development.
- Manage and hire staff and interns.
- Ensure meeting minutes are recorded, state/federal taxes and required state reports are filed, and all programs are adequately tracked. Ensure books are kept, contracts are billed and reported, and financial reports are given to the board.

Fundraising

- Oversee fundraising, including managing existing grants, researching new funding sources, establishing strategies to approach funders, submitting grant proposals and seeking local support.
- Maintain a well-administered and financially sound organization by keeping accurate records.

Community Engagement

- Partner with the City of Framingham, community leaders and local organizations to engage the public in downtown decision-making. Attend relevant community and government meetings/events (some evenings and occasional weekends) to represent DFI and network with other organizations.
- Work with downtown business owners to help them grow and succeed through the sharing of best practices, technical assistance and local policy support.
- Maintain and build partnerships with community groups, residents, community leaders, funders, elected officials, developers and city staff to achieve organizational goals.
- Create and execute the organization's communications strategy.
- Maintain and grow DFI's volunteer program.

Program Development & Implementation

- Develop programs in line with the Main Street America model with clear goals, plans and outcomes using input from the DFI Board of Directors, local leaders and the business community.
- Plan events that promote downtown and drive visitation to the area.
- Survey and represent downtown businesses to identify, track, and overcome barriers to investment and job creation.
- Track and report on measurable outcomes.

Qualifications & Experience

- Residency in Framingham or neighboring MetroWest towns strongly preferred. Ability to work in downtown Framingham full-time required; occasional remote work available on a limited basis.
- Bachelor's degree and 3-5 years work experience required, preferably within business/non-profit administration, urban planning, economic development or government. Master's degree preferred.
- Demonstrated experience in decision-making, leadership, and budget management.
- 1-2 years experience in grassroots organizing, nonprofit resource development, grant writing experience, and/or fundraising/sales preferred.
- Experience managing staff members, event planning, and collaborating with municipal government preferred.

Skills & Characteristics

- Excellent interpersonal and collaborative skills, compatible with a wide range of stakeholders and cultures.
- Bilingual candidates preferred – Spanish or Portuguese language preferred.
- Charismatic, very out-going, energetic and passionate about the history and cultural preservation of our diverse downtown district.
- Strong skills in writing, meeting facilitation, media, and verbal communication.
- Ability to create, read, and update budgets in QuickBooks and manage resources according to the budget.

- Strong computer skills in Microsoft Office Suite and Google Suite.
- Skills in web design (Squarespace) and graphic design (Adobe Creative Suite).