

Executive Director Job Opening

OVERVIEW:

There are great things happening in Ephrata, PA! Mainspring of Ephrata is a non-profit community and economic development organization located within the Borough of Ephrata. We are looking for the ideal candidate to help us further improve the quality of life in our community through increased economic development. The Executive Director (ED) is a full-time, at will employee, who reports to Mainspring of Ephrata's Board of Directors, a group that consists of active volunteers representing the community, local business, and governmental entities.

JOB DESCRIPTION:

Establishing and maintaining positive relationships with various entities is critical in fostering a vibrant prosperous and growing Ephrata through extraordinary community and economic development. The ED will serve as the "face" of Mainspring, and will partner with local businesses, government entities, residents, and visitors to implement our key four strategies of success: sustainability, community connection, economic development, and community identity. The ED works collaboratively with local and regional organizations to attract and facilitate new business opportunities within the Borough of Ephrata. The ED manages the day-to-day operations of Mainspring, including supervising the Mainspring's full-time Administrator/Events Coordinator.

DUTIES OF THE EXECUTIVE DIRECTOR INCLUDE:

Develop and implement strategic plans and operational projects including long range planning.

Facilitate monthly board meetings, and other committee meetings, as necessary. Ensure positive, productive communications between and among committees and the board.

Manage all aspects of the organization's administration and business processes, including record keeping and purchasing. Consult with the Board Treasurer when developing budgets.

Engage in a variety of financial development activities to identify opportunities to raise revenue to fund day-to-day operations as well as special projects and events. These can include grant writing, sponsorships, and soliciting donations from the community.

Make presentations to local and regional boards, commissions, foundations, civic groups, and the public.

Build and maintain relationships with both local community and civic organizations, and with corporate and small business partners and foster good communication between these entities.

Identify opportunities to support existing Ephrata businesses and cultivate and recruit new businesses and investors.

Work with property owners to ensure consistency in architectural engineering planning for the development and preservation of properties. Emphasize importance of aesthetically pleasing properties within the Central Business District.

Organize, coordinate, and oversee volunteer programs related to Mainspring's committee work.

Shape and manage social media marketing and communications with assistance from Administrator, contracted media marketing firm, volunteers, and interns from local educational institutions.

REQUIREMENTS:

Bachelor's degree in community development, urban planning, historic preservation, nonprofit or public administration, marketing, or a related field preferred.

Strong leadership capability and skills

Proven experience in identifying and securing sustainable funding sources (e.g. grants, sponsorships)

Ability to manage day-to-day business operations

Strong relationship building experience and skills

Excellent organizational and problem-solving skills

Clear understanding of marketing and tourism

Ability to accommodate flexible scheduling including evenings and weekends, as necessary

Ability to work independently, as well as with a diverse group of stakeholders

Excellent oral and written communication skills

Ability to "multi-task" and keep several initiatives moving forward, concurrently

Knowledge of basic accounting and standard office software packages, including the Microsoft Office Suite, Google apps, Adobe creative suite, and QuickBooks

Ability to lift 30 lbs., walk up and down stairs, and stand or sit for long periods of time

ADDITIONAL INFORMATION:

Salary commensurate with experience, competitive benefits offered.

This is an exempt position, as defined by the Fair Labor Standards Act. Therefore, the ED is not entitled to overtime or compensatory pay.

Training and attendance at professional conferences and meetings is recommended for continual education in related fields.

APPLY:

Interested applicants should submit a resume, cover letter and three references, to the Search Committee at Rtharter@gmail.com Cover letter must include an answer to the question: "Tell us what is your vision for Ephrata ". Applications are being accepted until the position is filled.

Mainspring of Ephrata is an equal opportunity employer.