January 18, 2020

Dudley Square Main Streets
EXECUTIVE DIRECTOR

Dudley Square Main Streets (DSMS) is a volunteer-driven, community-based organization working to attract and enhance public and private investment in the commercial district and foster community spirit and collaboration in Dudley Square (recently renamed Nubian Square), one of Boston’s most vibrant neighborhoods. We are seeking a dynamic full-time Executive Director with a strong work ethic, proven leadership and community-building skills, combined with experience with communication, creativity, technology, and organization.

Reporting to the DSMS Board President and working in collaboration with City of Boston’s Office of Economic Development, the Executive Director is responsible for the day-to-day operations and long-term planning for DSMS, encouraging and facilitating business development in the neighborhood, event planning, communications and more. The Executive Director must be able to manage time and prioritize tasks. Some weekend and evening hours are required.

RESPONSIBILITIES

- Implement the mission and vision of the organization, as established by the board, through staffing, supporting and coordinating the work of the volunteer committees.
- Develop and maintain relationships with all merchants, commercial property owners, neighborhood organizations in and around Dudley Square, city departments, funders and stakeholders.
- Serve as a key liaison between merchants to City agencies.
- Connect business and commercial property owners with resources and promotional opportunities in assisting with storefront improvement projects.
- Manage and coordinate DSMS community events including: initial planning, managing logistics, publicity, coordinating city departments, organizing vendors and volunteers, and providing after event report.
• Manage the office including, but not limited to, bookkeeping, database management, purchasing, preparing grant reports and record keeping.
• Manage publicity, communications and promotion for DSMS and serve as communications and promotions resource for business, using social networking and traditional media.
• Represent DSMS in other activities, including municipal planning efforts to help manage the Square.
• Other duties as requested by DSMS board and Office of Economic Development.

QUALIFICATIONS
• 3-5 years’ work experience required in one or more of the following areas: community development, urban business and economic development, marketing, architecture or design, historic preservation, fundraising and special event planning, business administration and/or volunteer management.
• Energetic self-starter who is able to balance a variety of responsibilities and projects simultaneously while working independently.
• Ability to think creatively to develop projects and strategies that fit the needs of the organization, local merchants and community.
• Well-developed communication skills, both written and oral; public speaking at events is required.
• Excellent interpersonal skills; ability to sensitively communicate with people from a variety of backgrounds and diverse work environments, from small business owners to City officials and media contacts.
• Strong administrative, planning and organizational skills, along with the ability to manage the work of others as required.
• Willingness to work a flexible schedule, including some evenings and weekends.
• Technical proficiencies include basic Microsoft Office software (Word, Excel, PowerPoint), basic QuickBooks, basic bookkeeping skills required.

Salary range: $55,000-$60,000, plus benefits.

To apply:

Email your resume and cover letter to: dudleysquarems@gmail.com or mail to: Dudley Square Main Streets, P.O Box 190185, Roxbury, MA 02119.

DSMS is an equal opportunity employer.