Executive Director of Ivanhoe Village Main Street District

**STATUS:** Full-time, exempt

**EXPERIENCE:** 5-8 years of leadership experience and at least two years with a non-profit organization

**LOCATION:** Ivanhoe Village, Orlando, Florida

**COMPENSATION:** Base salary range of $45,250 – $48,500 with bonus potential based on performance

**WE ARE:**

* A volunteer board of directors with City of Orlando partners
* Collectively committed to the goal of making Ivanhoe Village Orlando’s premier Main Street District
* Dedicated to supporting Ivanhoe Village’s local businesses through vibrant coalition, promotion, and programming

**YOU ARE:**

* A **great communicator** who possesses **impeccable grammar** and engaging interpersonal skills required to interface between members, prospective members, sponsors, volunteers and City staff
* Ethical and trustworthy
* Equally comfortable working independently, collaborating, and taking direction
* An **effective promoter** and **savvy relationship builder** who understands that **sales** is equal parts commitment, problem solving, and empathy
* **Supremely organized** and able to operate successfully in a constantly changing, fast-paced environment
* **Computer savvy** and proficient in applications such as Microsoft Suite, Adobe Creative Suite, email marketing and social media platforms
* Familiar and involved with the Main Street approach
* Experienced with **coordinating and executing small and large events** (fundraising, community engagement, new business welcomes/launches)
* A **creative go-getter** who is motivated to devise alternative solutions when you hear the word “no”
* **Inspired by great neighborhoods** that cohesively blend art, retail, dining, and residential components

**YOUR AVERAGE MONTH AS THE EXECUTIVE DIRECTOR:**

* Be the dynamic personality of Ivanhoe Village—**visiting business members and prospective members**, building relationships with them, and ensuring their needs are met and that our coalition’s value is clear
* **Maintain CRM/database**, including correct business contact information and membership renewal dates
* Co-manage social media platforms and website content
* Conceive and execute educational and training programs to meet membership needs, **coordinate events (large and small)** to encourage Village visitation
* **Identify and execute fundraising opportunities** to support the mission of the Village
* **Recruit and coordinate volunteers** for projects, committees, and events
* Develop and maintain relationships with event partners, City of Orlando staff/departments, etc.
* **Attend regular board and committee meetings**, assisting with work plans and projects
* Actively support Board treasurer and IVMS bookkeeper/CPA to control and organize expenses, **maintain financial records**, and submit timely tax returns
* Collaborate with other Main Streets and their Executive Directors to exchange ideas, learn best practices, and foster relationships
* **Prepare reports** for the Ivanhoe Village Main Street Executive Committee, board members and for the City of Orlando
* **Supervise, train, and manage interns** to supplement marketing, administrative or other duties as needed

**IVANHOE VILLAGE MAIN STREET’S MISSION STATEMENT:**

Ivanhoe Village is dedicated to meaningful, long-term revitalization of Orlando’s cultural district, its abounding history, community aesthetic and local business prosperity, through a collaborative cooperation and synergy with our businesses, residents and partners.

**SUBMIT YOUR COVER LETTER AND RÉSUMÉ:
Through Monday, June 11, 2018, to hire@ivanhoevillage.org**

**EQUAL EMPLOYMENT OPPORTUNITY:** Ivanhoe Village, Inc., is an equal opportunity employer. Discrimination based on race, color, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation, or any other legally protected status is prohibited.