



Downtown Indiana

Position:

Executive Director

Description:

- Full-time (40 hours per week) occasional evening and weekend responsibilities
- Salary commensurate with experience and skills
- Flexible in-office schedule
- Four (4) weeks paid time off
- Access to retirement savings plan

Company Intro:

The Downtown Indiana organization is seeking qualified applicants for its Executive Director position. The Executive Director is responsible for leading Downtown Indiana initiatives, which are motivated by the National Main Street Program's Committee Approach, including the Organization, Design, Promotion, and Economic Development Committees. Come work with a team of committed community leaders to make a positive impact on the Indiana, PA community.

Skill Requirements –

Position Brief:

- Detail oriented and organized, particularly as it relates to event planning and execution.
- Creative problem-solving skills, with an ability to identify and implement solutions to community development questions/problems, and maximize the effectiveness with existing resources.
- Strong written and oral communication skills.
- Basic financial record keeping; accounts receivable and accounts payable, preparation of financial reports for analysis.
- Experience working with design and marketing software is a plus.
- Grant writing experience/skills is a plus.

Responsibilities –

Position Details:

- Work closely with DI's Board of Directors and the Indiana County Chamber of Commerce President.
- Plan and execute initiatives focused on maintaining and improving the economic opportunities for local small businesses located in and around Downtown Indiana's central business district.
- Plan and execute promotional events focused on bringing residents and visitors to Downtown Indiana, while highlighting local small businesses.
- Plan and execute design initiatives focused on improving the aesthetics of Downtown Indiana's physical infrastructure.
- Engage with leaders of other community organizations to coordinate activities and amplify messages about Downtown Indiana's initiatives and about those other organizations' initiatives.
- Engaging with Downtown Indiana business owners about events, promotions, and economic development initiatives.
- Engaging with members of the Indiana community to encourage their participation in DI initiatives.
- Reaching out to and engaging with potential community visitors.
- Assisting with marketing DI's events and initiatives and helping DI businesses marketing their own businesses.
- Working closely with governmental and municipal representatives, to prepare applications for grant funding.
- Keeping records of DI's revenues and expenses and preparing timely reports to the DI Board of Directors and the Indiana County Chamber of Commerce President and summarizing the financial data.

**Please send cover letter and resume to: Downtown Indiana Executive Director
1019 Philadelphia Street
Indiana, PA 15701**