



**Executive Director Job Description  
Downtown Milford, Inc.**

**Milford, DE:**

Milford, Delaware is a traditional historic downtown in central Delaware with a population of 10,179, approximately 140 businesses in the central business district, a Riverwalk, and a variety of arts assets. Milford has recently been named a top place to live in Delaware, with Delaware itself being named a top state to retire in the country. With a recent Downtown Revitalization Plan developed by the City of Milford, the town is positioned to see exciting and diverse economic growth in the downtown.

**Job Summary:** The Executive Director of Downtown Milford, Inc. (DMI), a 501 (c) 3 non-profit, designated Delaware Main Street program, is responsible for creating and managing programs and projects that continually promote quality civic, commercial and cultural development of the central business district in Milford, Delaware through concentrated efforts in economic development, organization, design, and promotion.

**Job Knowledge and Skills Required:** Successful candidates will possess strong communication, project management, and organizational skills with experience in or a strong understanding of several or all of the following areas: small business development/recruitment, public relations, economic development, volunteer management, fundraising, or non-profit management. Experience in historic preservation, marketing, grant writing and event planning is a plus. The Director must be well organized, energetic, entrepreneurial, and be able to work well with a diverse group of city/state leaders, businesses, volunteers, and community groups. Bachelor's degree or equivalent experience preferred, as is affiliation with or strong working knowledge of the National Trust Main Street program.

**Range of Duties:**

- Coordinate activity of Main Street program by establishing and maintaining open lines of communication with committees, assisting with creation and implementation of work plans, providing ongoing volunteer support, and attending committee and City meetings.
- Assist with implementation of a plan to recruit, manage, and recognize volunteers including members of the various committees as well as short-term volunteers.
- Develop and conduct ongoing public awareness of DMI's activities by developing strong working relationships with state/local officials and agencies, community groups, local business and property owners, community stakeholders, and press contacts. Foster public understanding of Main Street's mission and goals, keeping the program positively in the public eye, and maintaining a cooperative relationship with the media.
- Assist Board of Directors and committees with fundraising activities, including developing and expanding funding sources and preparing grant applications.

- Managing administrative aspects of the program by record keeping and accounting, budget development, purchasing, preparing and filing reports, and collection of key statistics for quarterly report to state office. Supervise one administrative staff person.
- Serve as an advocate for downtown issues at local and state/city levels through familiarity with and understanding of local concerns and issues, speaking effectively on program's goals, issues, and results, and working to improve public policy relating to the downtown area.
- Serve as a liaison with the City of Milford on ongoing downtown projects and activities.
- Direct business retention, expansion and recruitment efforts by providing information, expertise, and referrals to business owners; marketing Downtown Milford as a destination and business culture, working with building owners to enhance the quality of retail and commercial space, coordinating business improvement trainings; overseeing incentive program to encourage investment in the downtown.
- Participate in statewide and national training opportunities as a means of engaging in ongoing professional development and networking, and to promote professional effectiveness. Effectively transfer that information to volunteers of the program and integrate ideas into DMI activities and projects.

**Compensation:** \$34,000-\$40,000 annual salary determined based on qualifications. Paid vacation and holidays, sick leave, flextime and comp time. Benefits are negotiable for qualified candidates.

A \$2000 signing bonus is available with a signed contract for 2 years.

**Work Schedule:** This is a full-time position. Hours will include nights and weekends as necessary for committee meetings and program events with the ability for comp time

Please send resume, cover letter, and three (3) references electronically to [sara@downtownmilford.org](mailto:sara@downtownmilford.org), with subject line to read JOB SEARCH.

Optionally, materials may also be sent by mail to:  
Executive Director Search  
Downtown Milford, Inc.  
ATTN: SaraKate Hammer  
207 S. Walnut Street  
Milford, DE 19963

Questions about the position should be in writing and submitted electronically to [sara@downtownmilford.org](mailto:sara@downtownmilford.org). No calls to DMI will be accepted.

Applications will be accepted through July 18. AA/EOE.