

The town of Smithfield is looking for a high-energy, outgoing individual to be the Executive Director for the Downtown Smithfield Development Corporation (DSDC), an entity supported by the Smithfield's mayor, town council, city personnel, downtown businesses, property owners, and the community. The DSDC produces numerous quality promotions and events each year, including Smithfield's Ham & Yam festival, Wine Walk, Third StrEATery, and like events. The Executive Director coordinates with the DSDC board to conceive of and execute these events. In addition, the DSDC plans, seeks funding for, and executes design projects intended to enhance and beautify the downtown area.

This position performs a wide variety of professional, promotional, and consultative work to manage and administer the Main Street business development program for the DSDC, including:

- Consulting with local officials, business, and community leaders to promote and market the downtown business district, furthering economic development through the facilitation of business expansion, retention, and attraction of new business.
- Planning, coordinating, and implementing special events to promote downtown.
- Developing, consolidating, and presenting data, statistics, and publications to show the economic potential of the town-identification of prospective businesses.
- maintaining proper records, reports, and public information for the Main Street program.

Work requires considerable planning, detailed problem solving, and timely execution of work. The successful candidate will display the ability to exercise independent judgment, self-motivation, outstanding organizational skills, and strong interpersonal skills to build healthy relationships. Experience with writing successful grant applications and managing social media accounts is a plus.

Education requirements include the knowledge typically found in post-secondary education across fields related to the listed responsibilities, such as Business, Marketing, Urban Planning, Architecture, Historic Preservation, Public Relations, Public Administration, Planning, or related field of study or five (5) or more years of directly related experience or an equivalent combination of education and experience.

The pay range is \$ 55,000 – 60,000, with a starting salary commensurate with experience. This position will be open until the right person is found, with a first review of applications in the first week of February and interviews to begin soon after.

To apply, please send a cover letter and resume to, Info@downtownsmithfield.com. The DSDC is an Equal Opportunity Employer.