Executive Director Search

Framingham Downtown Renaissance (FDR) Board of Directors seeks a self-motivated, entrepreneurial and passionate Executive Director to partner with the Board in guiding Downtown Framingham toward its most vibrant future. The Director will continue FDR’s work to implement best practices in economic and community development, delivering successful preservation-based growth in our multicultural central business district. S/he will develop and execute locally designed promotions and events, create groundbreaking initiatives to tell the story of our community and promote our unique brand.

The Director must be able to think critically and innovatively about the future of Downtown Framingham during this time of significant change and how FDR may drive and support it. FDR’s Board of Directors expects the new Executive Director to lead FDR, as an established entity, to higher levels of community impact and participation. S/he will be responsible for the application of existing programs with recommendations for the following core areas: program development, neighborhood organizing, business tech assistance, community advocacy, small business investment, arts preservation, promotions, PR and fundraising. S/he will also impart community leadership, helping to build consensus and motivating action to support its agenda.

Background  Framingham Downtown Renaissance is a 501(c)(3) nonprofit dedicated to implement the revitalization of Downtown Framingham by collaborating with residents, Town of Framingham officials, and private stakeholders supporting a shared vision. We are committed to making Downtown Framingham a great place to live, work and visit.

Duties and Responsibilities

- Partner with the Board of Directors for strategic planning, financial planning and program development.
- Partner with the Town of Framingham, community leaders and local organizations to engage the public in downtown decision-making.
- Map out clear goals, plans and outcomes using input from the FDR Board of Directors, local leaders and small business community.
- Articulate, enumerate, record and report the program’s impacts.
- Plan programs and events to promote downtown and support amenities development.
- Develop new initiatives and activities as opportune.
- Represent FDR, ensuring that small business entrepreneurs have a voice on mission relevant happenings.
- Create and execute the organization’s communications strategy, including a variety of media.
- Oversee fundraising and implementation, researching new funding sources, establishing strategies to approach funders, submitting grant proposals and seeking local support.
- Engage with business and property owners to identify & track barriers to investment & job creation.
- With Board the Board of Directors, develop a policy agenda encouraging the Town to implement changes to simplify conducting business in Downtown Framingham.
- Maintain and build partnerships with community groups, residents, community leaders, funders, elected officials, developers and city staff, etc. to help achieve organizational goals.
- Work with downtown entrepreneurs to help them grow and succeed.
- Maintain and grow FDR’s volunteer program, with strong focus on Framingham State University students and staff.
- Maintain a well-administered and financially sound organization by keeping strong records, ensure meeting minutes are recorded, state/federal taxes and required state reports are filed, all programs are adequately tracked. Ensure books are kept, contracts are billed and reported, and financial reports are given to the board.

**Qualifications**  
FDR’s new director will be charismatic, out-going and passionate about the history and revitalization of our multicultural Massachusetts downtown.

- Ability to empower others as leaders and to build and motivate volunteer teams.
- Leadership in working with students and interns.
- Excellent interpersonal/collaborative approach, compatible with a wide range of stakeholders and cultures.
- Experience in grassroots organizing, nonprofit resource development (grant writing experience preferred) or fundraising/sales skills brought from another sector.
- Experience collaborating with municipal government.
- Bilingual and bicultural candidates preferred – Spanish or Portuguese language a plus.
- Experience-driven confidence working in a Downtown, street-level environment. Experience with and knowledge of Downtown Framingham is highly desirable but not imperative.
- Ability to assess situations – synthesize varied opinions, determine risks, prioritize and make clear decisions.
- Strong writing skills, meeting facilitation, media and verbal communication.
- Action-oriented, entrepreneurial, creative, adaptable, and innovative approach to planning.
- Ability to read and update a budget in QuickBooks and manage resources according to the budget.
- Strong computer skills in Microsoft Office. Skills in web design (Squarespace) and graphic design (Adobe Creative Suite) a plus.

**Education and Background**  
Bachelor’s or master’s degree with 3+ years experience in one of the following areas: commercial revitalization, urban planning, business development, economic development, community organizing, fundraising or area with transferable skills.
**Availability**  On average 40-45 hours a week, with frequent evening meetings a must and weekend availability on occasion for events. Overtime may be flexed to compensate. FDR offers medical benefits with flexible vacation time – salary commensurate with experience.

Apply with cover letter and resume by December 1, 2016 to [email address]. Applications will be reviewed as received. NO PHONE CALLS PLEASE.

Framingham Downtown Renaissance
Attn: Search Committee
PO Box 227
Framingham, MA 01704
Or email: holli@fdrms.org
Follow on Twitter: @FDR_MainSt

*Framingham Downtown Renaissance is a 501c3 nonprofit. We are an Equal Opportunity Employer, committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.*