



Job Title: Executive Director

Location: Based out of City of Newport, Vermont. Occasional Travel Required

General Information: Newport City Renaissance works to advance and enhance the economic environment and development of a cohesive and welcoming City design, and promotes Newport City as a destination for tourism highlighting its competitive edge for business investment. This position reports directly to the board of directors.

The ideal candidate will have the personal qualities of integrity and energy, and a strong preference for collaborative problem solving.

Responsibilities :

- Coordinate volunteers
- Manage administrative aspects
- Carry out appropriate downtown revitalization strategies
- Develop public awareness and education programs
- Assist business and property owners with improvement projects
- Encourage a cooperative and productive working relationship with all stakeholders
- Develop and maintain a data system to track progress
- Advocate for downtown issues
- Foster positive relationships with stakeholders and media
- Research grant opportunities, write grant applications, and administer grant awards.

Technical Skills & Abilities:

- Record keeping and accounting
- Budget Development
- Preparing and filing grant applications and reports
- Proficient with Microsoft Office and Social Media

Leadership Skills:

- Thorough knowledge of the theory of public engagement

- Ability to analyze complex problems and to design and implement workable solutions
- Ability to mediate conflicts and achieve consensus
- Ability to evaluate outcomes and assess data
- Ability to establish and maintain effective working relationships with community members, stakeholders, media, boards, and governmental bodies.
- Ability to communicate effectively both orally and in writing.
- Supervision of consultants and volunteers
- Strategic planning and generating revitalization strategies

Qualifications & Experience:

- 4 years' experience with project coordination, stakeholder engagement, and public presentations
- Bachelor's degree, or Master's Degree in Public Administration, Management, or related field
- 4 years supervision experience
- Alternative to education: Similar work experience could be substituted for education on a 6-month per semester par equity.

Compensation:

This is a full-time, year round, non-benefitted salaried position.

NCRC is an "at will" employer.

NCRC is an equal opportunity employer.

Submission of Applications:

Please submit resume, cover letter, and 3 professional references to the address below:

Email: info@DiscoverNewportVT.com

Deadline: May 27, 2016