



Downtown Springfield, Inc.  
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## JOB DESCRIPTION

### JOB TITLE: EXECUTIVE DIRECTOR

**Organization:** Downtown Springfield, Incorporated, a 501(c)(6) entity

**Applications close:** Friday, June 4, 2021 at 5 pm

**Responsible to:** Executive Board

**Status:** Exempt, Full Time (40 hours per week)

**Hours:** Regular full-time, with occasional evenings and weekends

**Benefits:** Benefit package includes health insurance, sick and vacation leave

**Compensation:** \$55,000 – 65,000, subject to negotiation based on relevant factors and experience



## ABOUT DSI

Downtown Springfield, Inc. (“DSI”) is the downtown business association and nationally accredited Main Street organization dedicated to creating and supporting a vibrant neighborhood through collaboration, creativity, and leadership. Formed in 1993, DSI is a strong advocate for, and partner in, building downtown progress supported by members, volunteers and advocates.

DSI is in the process of enacting a multi-faceted, 18-month post-pandemic strategy and the chosen candidate will be expected to fully implement this strategy. The chosen candidate will take the mantle of an organization that is primed for success.

## SUMMARY OF POSITION

The Executive Director is responsible for implementing the strategic goals and objectives of DSI in accordance with the organization’s stated mission and in compliance with laws, regulations, and contract requirements. The Executive Director enables the Board to fulfill its governance function, provides leadership in effective administration, and leads the staff and volunteers who comprise DSI and deliver its services.

## DESIRED CHARACTERISTICS

- Proven ability to work as an effective team leader and builder, using exceptional communication skills
- Project a positive, professional public image
- Demonstrate a high ethical and professional standard
- Supports the success of each staff member and embraces a collaborative learning environment with staff, board, volunteers and community partners
- Skilled in public speaking, community outreach and effective networking
- Strong financial oversight, fund development and fundraising skills
- Embraces and utilizes technology & social media

## PRIMARY RESPONSIBILITIES

- **Strategic Planning and Partnerships** — Supports the development and implementation of an overall strategic plan and vision for the organization with the Board and staff. Secures relationships with community partners and resources to help implement mission and vision and to enhance services.
- **Fundraising** — Oversees fundraising, planning and implementation to support the annual budget, including identifying resource requirements, funding sources, and establishing strategies to approach funders. Responsible for submitting proposals and administering fundraising records and documentation. Seeks and implements new ideas to increase DSI funding.
- **Board Administration and Support** — Supports operations and administration of the Board and its committees by advising and informing Board members, interfacing between Board and staff, and responding to Board's yearly evaluation.
- **Program and Service Delivery** — Oversees and supports the design, marketing, promotion, delivery and quality of programs and services.
- **Builds and establishes relationships with Downtown Businesses** – Regularly communicates with downtown business leaders and retailers in support of the DSI mission. Develops programs designed to increase local businesses in the downtown area.
- **Financial, Tax, Risk and Facilities Management** — Working with the Board Treasurer and Finance Committee, recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations and approved strategic priorities.
- **Human Resource Management** — Effectively leads and manages the human resources of the organization according to authorized personnel policies, strategic priorities, current laws and regulations and provides development opportunities.
- **Community and Public Relations** — Assures the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders including clients, collaborative groups, funders, and volunteers.

## QUALIFICATIONS

- Bachelor Degree in business administration, marketing, public relations and communications or nonprofit management field or equivalent experience
- Minimum 3 years' experience in a leadership/management role (accumulated experience must include broad fiscal and management responsibility and strong supervisory skill with an emphasis on effective team building and community outreach)
- Experience with a nonprofit organization preferred
- Main Street background preferred
- Demonstrated ability to successfully raise funds and meet financial goals
- Strategic planning experience is desired
- Technology savvy, including effectively using social media to create awareness of DSI programs and offerings
- Demonstrated ability to work effectively with a variety of constituents and personality types

The preferred candidate will have extensive knowledge of nonprofit management principles and practices, human services program development, and contract administration. The individual has the ability to establish and motivate attainment of goals that further the organization's mission and strategic priorities, and to coordinate the resources to attain those goals. A working knowledge of Springfield, Illinois is preferred. Effective communication and collaboration skills with diverse community members are essential.

## CANDIDATE SUBMISSION PROCESS

Qualified and interested candidates are invited to mail or email your resume and a cover letter addressing why this position aligns with your experiences, skills, professional goals and personal passions, with "DSI Exec Director Search" as the Subject, to: Brian Wojcicki, DSI Board President, 726 South 2nd Street, Springfield, IL 62704, or email to [bwojcicki@ilcapitolgroup.com](mailto:bwojcicki@ilcapitolgroup.com).

***The application period closes on Friday, June 4, 2021 at 5:00 pm.***