



Downtown Springfield, Inc.  
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<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR</b>
<b>Applications close:</b>	July 29 at 5:00 p.m.
<b>Reports to:</b>	Executive Director Kayla Graven
<b>Status:</b>	Full Time (40 hours per week)
<b>Hours:</b>	Regular full-time, with occasional evenings and weekends
<b>Benefits:</b>	Negotiable
<b>Compensation:</b>	\$40,000 – 50,000, depending on experience.



## ABOUT DSI

Downtown Springfield, Inc. (“DSI”) is a volunteer-driven, not-for-profit organization formed in 1993 that works to preserve, promote, and enhance Springfield’s historic central business district. Its mission is to help make Downtown Springfield an ideal place to shop, work, visit, invest, and live.

## SUMMARY OF POSITION

The Assistant Director is responsible for all aspects of the Old Capitol Farmers Market (the “market”) and interaction with DSI’s membership. This position works closely with the Executive Director and is responsible for fund development, vendor management, volunteer management, and membership management across DSI’s initiatives. This work will involve collaborating with DSI’s staff and volunteers to promote, enhance, and preserve Downtown Springfield. .

## DESIRED CHARACTERISTICS

- Experience in the non-profit sector, in a community development organization or agriculture organization
- Track record of developing and building financially viable, community-centric programming.
- Experience in event management and volunteer recruitment.
- An understanding of how to utilize market information and other datasets to achieve community goals.
- Skilled in public speaking, community outreach, and effective networking.
- An entrepreneurial spirit and a love for urban revitalization.

## PRIMARY RESPONSIBILITIES

- **Management of the Old Capitol Farmers Market —**
  - Market Administration
    - In coordination with DSI’s Executive Director, hiring, training, and supervising paid market staff
    - In coordination with DSI’s Executive Director, Developing and maintaining a budget for the Farmer’s Market and associated financial controls.
    - Developing programming.
    - Organizing and managing Farmers Market Committees.
    - Manages annual policy review
    - Long-term market planning.
    - Data collection and analysis
    - Coordination of special events
  - Vendor Management
  - Fundraising & Marketing
    - Managing the market’s social media presence.
    - Managing the creation and distribution of marketing materials as needed
    - Creating an Annual Report highlighting the community impact of the Farmer’s Market
    - Managing existing market partnerships while cultivating new partnerships.

- **Management of Downtown Springfield, Inc.'s Membership**
  - Membership Administration
  - Membership Cultivation
- **Community Stakeholder Guidance & Support** — Acts as staff liaison to some DSI volunteer committees.
- **Community Relations** — Works alongside DSI's Executive Director to effectively represent the interests of DSI and Downtown Springfield generally.
- **Other Duties as Assigned** — Other specific administrative and promotion-related duties as defined by the Executive Director.

### **QUALIFICATIONS**

- Bachelor's Degree with a minimum of 2 years' professional experience.
- Relevant experience in the non-profit sector.
- Technology savvy, including effectively using social media to drive community awareness.
- A demonstrated ability to effectively engage a variety of constituents and personality types.

### **PREFERRED**

- Relevant experience in community development organizations, chambers of commerce, or other retailer's advocacy organizations.
- Prior experience managing a farmer's market.
- Demonstrable graphics design experience

### **CANDIDATE SUBMISSION PROCESS.**

**Prior to July 29, 2021 at 5:00 p.m.**, qualified and interested candidates should email their resumes and cover letters, under the subject line "Assistant Director Search", to:

Kayla Graven  
Executive Director, Downtown Springfield, Inc.  
[kayla@downtownspringfield.org](mailto:kayla@downtownspringfield.org)

Any cover letter should address how the Assistant Director position aligns with the applicant's experiences, skills, professional goals and/or personal passions.