



Downtown Springfield, Inc.
live • work • play

JOB TITLE: PROGRAM DIRECTOR

Applications close:

Responsible to: Executive Director
Status: Full Time (40 hours per week) Hybrid work
Hours: Regular full-time, with occasional evenings, Saturdays during market season
Benefits: Package to be negotiated
Compensation: \$40,000 - 50,000, depending on experience



ABOUT DSI

Downtown Springfield, Inc. (“DSI”), a volunteer-driven, not-for-profit organization formed in 1993, 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 Program Director will report to and work closely with the Executive Director and will be responsible for all aspects of the Old Capitol Farmers Market and the economic vitality pillar of the organization. This position works collaboratively with staff and volunteers to support the mission to promote, enhance and preserve the heart of our city with key leadership in fund development, vendor management, volunteer management, and membership management.

DESIRED CHARACTERISTICS

- Experience in the non-profit sector, in a community development organization or agriculture organization
- Track record of developing and building financial and moral support for programs
- Experience in event management and volunteer recruitment
- Track record of using data and market information to achieve goals
- Skilled in public speaking, community outreach and effective networking
- Entrepreneurial spirit and love for urban revitalization

PRIMARY RESPONSIBILITIES

- **Management of the Old Capitol Farmers Market —**
 - Market Administration
 - Hiring, training, and supervising paid at-market staff in coordination with DSI Executive Director
 - Managing “token” programs (SNAP & SNAP Match)
 - Processing Vendor Checks
 - Manages budget in coordination with DSI Executive Director
 - Manages and creates farmers market programs (Family Fitness, Power of Produce Club, Chef Demo)
 - Organizes and manages Advisory Committees and Year-Round Farmers Market Committees

- o Manages annual policy review
- o Planning for the subsequent year
- o Data Collection
- o Coordination of special events (Kick off, Farmers Market Week, Street Dinner Halloween, and Eat Local Challenge)
- Vendor Management
 - o Manages vendor application process
 - o Outreach to potential new vendors
 - o Organizing vendor meetings
 - o Handling paperwork and invoices
 - o Hiring and supervising a contractor to conduct Farm Inspections
- Fundraising & Marketing
 - o Creating the Annual Report
 - o Working with HSHS St. John's on marketing partnerships
 - o Maintaining and expanding sponsors
- **Management of Downtown Springfield, Inc.'s Economic Vitality Pillar–**
 - o Manages Parking database
 - o Manages and coordinates Parking lot partnerships
 - o Manages Vacancy database
 - o Manages and coordinates property owner partnerships
 - o Manages and coordinates Momentum on Main Street programs
- **Council Guidance & Support** — Staffs various Councils as assigned by the Executive Director.
- **Community and Public Relations** — Works alongside Executive Director to effectively communicate on behalf of the organization and the downtown district.

DESIRED SKILLS & CHARACTERISTICS:

- Bachelor's Degree or minimum 3 years experience
- Experience in the non-profit or government sector
- Experience in community development organization, chamber or retailers organization
- Farmers Market experience
- Technology savvy
- Demonstrated ability to work effectively with a variety of constituents and personality types
- Volunteer, Intern, and/or staff management experience
- Project management and/or development experience
- Capable of overseeing a project from start to finish or jumping in mid-stream.
- Ability to manage multiple projects and deadlines.
- Experience with event execution and familiarity with basic equipment and logistics.
- Strong written, oral, organizational, and communication skills
- Self-directed but able to work collectively as a team player
- Ability to lift 25-30 lbs
- Willingness to work in the elements (heat, rain, cold, temperatures, etc.).

CANDIDATE SUBMISSION PROCESS

Prior to March 31, 2023, at 5:00 p.m., qualified and interested candidates are invited to email your resume and a cover letter addressing why this position aligns with your experiences, skills, professional goals and personal passions, with "Program Director Search" as the Subject, to: Kayla Graven, Executive Director, Downtown Springfield, Inc.

kayla@downtownspringfield.org.