



Executive Director (Full-Time, Exempt)

Location: Richmond, CA

Responsible to: Board of Directors

Hours: 40/week, (exempt). Weekday evenings and early morning events/meetings and travel required.

Compensation: \$70,000 annual salary; benefits include 3 weeks vacation, sick leave, health insurance reimbursement, vision/dental/life coverage.

THE ORGANIZATION

Richmond Main Street Initiative (RMSI), is a community-based nonprofit organization dedicated to revitalizing historic Downtown Richmond, California as a vibrant, pedestrian-friendly urban village offering products, services, arts and entertainment that reflect our community's rich and diverse heritage. Since 2001, we've worked collaboratively with a broad group of stakeholders to implement our transformation strategy designed to ensure a clean and safe neighborhood, preserve businesses and foster entrepreneurship, and position Downtown Richmond as the center of the community and hub of economic and cultural activity.

With the support of dedicated staff, board of directors, volunteers, and philanthropic partners, RMSI has served as the catalyst for inclusive, equitable, and culturally responsive revitalization activity. Significant accomplishments include community engagement during the Macdonald Avenue Streetscape Project (2009), creating a Neighborhood Ambassador Program (2010), establishing the Downtown Richmond Property-based Improvement District (2012), forming the Save the Richmond Main Post Office Coalition (2017), and leveraging a multitude of resources to facilitate the Richmond Business Hub and CoBiz Richmond developments (2019).

RMSI is also an accredited [Main Street America](#) organization and member of the [UrbanMain](#) and [California Main Street](#) networks. Learn more www.RichmondMainStreet.org

THE OPPORTUNITY

Lead the movement to bring back Richmond's historic Downtown commercial corridor. The RMSI Board of Directors seeks a creative, passionate, and visionary Executive Director with a demonstrated track-record of successful collaborative leadership, fundraising, personnel management, and commercial district management plan implementation. The Executive Director will leverage the Main Street America Network and diverse stakeholders in order to build upon our successes, maintain our position as a trusted anchor institution, and navigate new opportunities.

RESPONSIBILITIES

- Organization Mission & Strategy
 - Responsible for strategic planning within the Main Street Approach framework to ensure that RMSI can successfully fulfill its mission into the future.*
 - Oversight of DRPBID Management District Plan, which includes regular property owner engagement, budget and deliverable oversight, contract management, and coordination of renewal(s)
 - Development and implementation of annual work plans and multi-year strategic plans, ensuring they align with the organization's core mission

- **Fund Development & Sustainability**
Develops resources sufficient to ensure the financial health of the organization, requiring budgeting, revenue generation, and large-scale fundraising.
 - In partnership with the Board of Directors and/or Treasurer, annually develop and manage fiscally sound organizational budgets
 - Develop and maintain relationships with mission-aligned philanthropic partners, funders, individual donors, and sponsors
 - Pursue general operating and programmatic funding proposals and ensure a diverse and strategic fund development plan

- **Board Governance**
Works with the board in order to fulfill the organization mission.
 - Communicating effectively with the Board and providing information necessary for the Board to function properly and to make informed decisions.
 - Reporting to, and working closely, with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall impact of the organization.

- **Communications & Collaborative Stakeholder Engagement**
Serves as lead liaison for the organization promoting RMSI's mission and vision, and building capacity through partnerships.
 - Regularly engage in relationship and coalition building with community partners, stakeholders, elected officials, and Main Street America colleagues.
 - Craft and/or oversee communications, marketing, public relations strategies to promote RMSI's mission, programs, and impact.

- **Organizational Operations**
Responsible for effective administration of operations and personnel management.
 - Oversee daily administrative processes, office operations, and relationship with co-tenants
 - Lead, coach, develop, and retain core team of paid staff, volunteers, and seasonal interns

QUALIFICATIONS, SKILLS & EXPERIENCE

- 3-5 years senior nonprofit management experience
- Track record of successful fundraising, grant writing, donor cultivation, and retention
- Excellent written and oral communication skills
- Strong organizational abilities, including strategic planning, program development, facilitation, and delegation
- Solid understanding of nonprofit compliance and finance principles, including budget preparation, cash flow management, and reporting
- Demonstrated success cultivating and sustaining partnerships/relationships among diverse stakeholders
- Knowledge of Richmond's history and community-based revitalization principles
- Bachelor's degree (Master's degree preferred)

THE APPLICATION PROCESS

Submit resume and cover letter to outreach@richmondmainstreet.org, with "Executive Director Position, Your Name" in subject line, by July 30, 2021. Preferred start date is September 1, 2021. No phone calls.

Richmond Main Street is an equal opportunity employer that strives to reflect the community it engages. We are committed to diversity and encourage talented, qualified, and local applicants from all backgrounds.