



**Cambridge Main Street / Downtown Cambridge**  
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[www.downtowncambridge.org](http://www.downtowncambridge.org)

## **Executive Director : Cambridge Main Street**

### ***Job Summary***

The executive director coordinates activities within the Cambridge Main Street district, with goals to include revitalization of downtown, promotion of businesses and restaurants downtown, and fundraising for the organization. The executive director is responsible for seeking and applying for grant funding. The executive director is responsible for the development, conduct, execution and documentation of the Cambridge Main Street program. They are the principal on-site staff person responsible for coordinating all program activities and volunteers, working with local business and government on goals, and being the ‘face’ of the organization.

### ***Range of Duties to be Performed***

The executive director duties can include the following:

1. Coordinate the activity of the Main Street program committees, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.
2. Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies, and supervising employees or consultants.
3. Develop, in conjunction with the Main Street program’s board of directors, downtown economic development strategies. Become familiar with all persons and groups directly and indirectly involved in the downtown. Mindful of the roles of various downtown interest groups, assist the Main Street program’s board of directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development.
4. Develop and conduct on-going public awareness and education programs designed to enhance appreciation and engagement with the downtown’s assets and to foster the Main Street program’s goals and objectives.
5. Assist individual tenants or property owners with physical improvement projects

through personal consultation or by obtaining and supervising professional design consultants.

6. Assess the management capacity of major downtown organizations and encourage improvements in the downtown community's ability to carry out joint activities such as promotional events, advertising, appropriate store hours, special events, business assistance, business recruitment, parking management, and so on. Encourage a cooperative climate among downtown interests and local public officials.
7. Advise downtown merchants and chamber of commerce on Main Street program activities and goals; help coordinate joint promotional events, such as festivals or business promotions, to improve the quality and success of events and attract people to downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
8. Help build strong and productive relationships with appropriate public agencies at the local and state levels.
9. Utilizing the Main Street program format, develop and maintain data systems to track the progress of the local Main Street program. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.
10. Represent the community to important constituencies at the local, state, and national levels. Speak effectively on the program's directions and work, mindful of the need to improve state and national economic development policies as they relate to commercial districts.

### ***Resource Management Responsibilities***

The executive director supervises any necessary temporary or permanent employees, as well as professional consultants. The executive director maintains local Main Street program records and reports, and prepares regular reports as needed.

### ***Job Knowledge and Skills Required***

The executive director should have education and/or experience in one or more of the following areas or similar field: commercial district management, community development, economics, finance, public relations, planning, business administration, public administration, retailing, and/or small business development.

The executive director must be sensitive to, understand and be familiar with the unique assets and needs of the Cambridge community.

The director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. Must be proficient in general computer skills related to programs in Microsoft Office and social media. Excellent written and verbal communication skills are essential. Supervisory skills are desirable.

***Interested Individuals***

Submit a resume, cover letter (with salary requirements and indication of whether you are seeking full-time, part-time employment, and three references) to: Search Committee, Cambridge Main Street, PO Box 1126, Cambridge, MD 21613 or [office@downtowncambridge.org](mailto:office@downtowncambridge.org)