

Job Announcement

Executive Director Cambridge Main Street

Cambridge Main Street (CMS) is a nonprofit volunteer organization that collaborates with businesses, elected officials, community leaders and residents to strengthen the downtown district while staying true to our town's rich history. CMS is charged with the revitalization of the downtown district of Cambridge, MD with a vision to advance our historic, waterfront destination by enriching the lives of residents and visitors through art, entertainment, cultural opportunities, and promoting diverse community engagement.

The Executive Director is responsible for implementing the strategic goals and objectives of CMS in accordance with the organization's stated mission and the National Main Street program guidelines. The incumbent enables the Board to fulfill its governance function, provides leadership in effective administration, and leads staff and volunteers to deliver its services.

The Executive Director is responsible for developing and executing events/projects, managing contracts and contractors, and grants that meet CMS objectives. He/she is the principal contact responsible for all program activities and volunteers, works with local businesses and elected officials on CMS goals, digital promotion and social media, and is the "face" of the organization.

The incumbent must be entrepreneurial, energetic, imaginative, and well organized. He/she must be sensitive to and understand the unique assets and needs of the Cambridge community.

This position is full-time and requires the ability and flexibility to work some evenings and weekends.

Interested Individuals: Submit resume, cover letter (with salary requirements and three references) to: Search Committee, Cambridge Main Street, PO Box 1126, Cambridge, MD 21613 or office@downtowncambridge.org.

All applications must be postmarked or sent by email no later than April 30, 2022.

Job Knowledge and Skills Required

- Proven leadership skills. Ability to collaborate effectively with a variety of groups and individuals.
- Flexible, adaptable working style. Able to self-manage and work well independently.
- Skilled in public speaking, community outreach and effective networking.
- Strong financial oversight, grant management, fund development, and fundraising skills.
- Proficient in general computer skills related to Microsoft Office programs and QuickBooks.
- Excellent written and verbal communication skills. Utilizes social media effectively.
- Education and/or experience in one or more of the following areas: non-profit or business organizations; community development; finance; public relations, planning, retail, and/or small business development. Prior Main Street experience and volunteerism is a plus.