



West Roxbury Main Streets Executive Director Job Description

[West Roxbury Main Streets](#) seeks an Executive Director who is a community-driven leader and collaborative organizer with deep knowledge of and passion for equitable and inclusive approaches to community revitalization, preservation, and resilience.

About West Roxbury Main Streets:

Founded in 2001, West Roxbury Main Streets (WRMS) is a 501(c)(3) non-profit organization dedicated to promoting the Centre Street and Spring Street corridor as an enticing commercial district and the vibrant heart of our Boston neighborhood. WRMS bridges the gap between local volunteers, businesses, public agencies, and other partnerships, aiming to enhance West Roxbury's economic vibrancy, aesthetic appeal, and distinctive local character.

WRMS is a proud member of the [Boston Main Streets Program](#), a groundbreaking initiative by the City of Boston to revitalize its commercial districts through preservation-based economic development and community involvement. This affiliation connects us to a larger coalition of 20 districts in Boston, fostering collaboration, sharing best practices, and elevating the collective impact we can have on our city's economic and cultural landscape.

WRMS follows the operating principles of [Main Street America](#). The Main Street Approach advocates a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets: distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community. Harnessing the efforts of local volunteers builds long-term success by fostering community involvement and commitment to a shared vision for the neighborhood.

Job Description:

The WRMS Executive Director is responsible for the day-to-day operations of WRMS and serves as an external champion, organization builder, relationship builder, and internal manager. The executive director works closely with the Board of Directors and various committees in accomplishing their goals, while keeping the organization in compliance with its by-laws, vision statement, and underlying contract with the City of Boston.

Typical work ours are weekdays, Monday-Friday, with some nights and weekends expected for events and meetings.

Duties and responsibilities of the Executive Director include:

Strategic Vision and Leadership:

- Collaborate with the Board of Directors and key stakeholders to craft equitable and inclusive strategies that drive economic development, benefiting both existing and new businesses and the community.
- Engage a vast and diverse range of stakeholders -- including local businesses, landlords, residents, elected officials, public agencies, and local leaders -- in solutions-driven dialogues for district improvement.
- Identify and harness funding opportunities, including grants, sponsorships, and donations to ensure long-term sustainability for WRMS.
- Working with the Board, oversee the strategic planning process and development of annual workplans.

Community Engagement:

- Drive the growth and sustainability of WRMS's current programs, initiatives and signature community events such as [Art Walk](#), [Westie Fest](#), and [Holiday Market](#).
- Represent WRMS at community events, public meetings and conferences.
- Support business owners with storefront enhancements and connect them to relevant City of Boston programs, technical assistance, and promotional resources.

Branding and Outreach:

- Implement and uphold strong WRMS branding and marketing strategies.
- Oversee WRMS's community calendar, newsletters, and active social media presence.
- Develop and maintain website.

Organizational Management:

- Oversee daily operations, resource and financial management, budgeting, and reporting.
- Strengthen ties with the Boston [Office of Economic Opportunity and Inclusion](#) and its [Small Business Development Team](#), which oversees the Boston Main Streets Program.
- Supervise volunteers and potential staff hires and interns.
- Implement policies that have a positive impact on WRMS and the broader community.

Qualifications:

Required:

- 3-5 years in a business or non-profit setting with demonstrated experience in program management.

- Proven leadership and organizational skills with a strong understanding of equity, inclusion and diversity principles.
- A deep understanding of and passion for community engagement, local business, and civic landscapes.
- Outstanding interpersonal and cross-cultural communication skills.
- Highly self-motivated and proactive.
- Proficient in office and administrative tasks.
- Flexibility to work irregular hours, including evenings and weekends.
- Bachelor's degree or equivalent experience.

Preferred:

- Background in urban planning, community development, or related fields.
- Experience in community and small business economic development, volunteer coordination, or community organization.
- Familiarity with nonprofit board operations.
- Skillful in Microsoft Office Suite, Canva, Constant Contact, QuickBooks, and Google Drive.
- Adept at website maintenance and design.
- Strong public speaking and presentation abilities.
- Solid project management expertise.
- Proficiency in event planning and fundraising.

Compensation and Benefits:

This is a full-time, exempt position with a salary range of \$66,000 - \$73,000, depending on experience and qualifications. WRMS also provides a generous benefits package including fifteen (15) paid vacation days, twelve (12) paid holidays, a monthly technology stipend, a 3% employer contribution toward a retirement plan, professional development reimbursement, a flexible spending account, and stipend toward healthcare.

Physical demands include occasional lifting and set up for events, as well as regular mobility, including walking and standing for community events and site visits. Ability to sit for prolonged periods, often at a computer, is essential. Effective auditory and visual skills are also necessary for this position. The WRMS office is located on the second floor of an office building without an elevator. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions.

To Apply:

Please forward your resume and a cover letter detailing your suitability for the role to: resumes@wrms.org.

West Roxbury Main Streets is an inclusive employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.