



**ELLICOTT CITY
PARTNERSHIP**

Executive Director Vacancy Announcement

Based in the historic center of Ellicott City, MD (“Old Ellicott City”), the Ellicott City Partnership (ECP) is a not-for-profit organization that works to leverage the heritage and vitality of Old Ellicott City while creating and enhancing economic growth. The ECP comprises an all-volunteer board of directors and staff/contractors. The ECP is seeking an executive director to manage the operations of the organization.

Roles and responsibilities:

- Manage staff, finances, operations
- Develop organizational strategy
- Liaise with constituents (e.g., businesses, property owners, government officials)
- Assess the needs of constituents, develop/execute plans to fill those needs
- Plan and deliver high-profile events (on behalf of constituents [e.g., town festival] and the ECP itself [e.g., annual fundraising gala])
- Develop/execute organizational development/strategic relationship-building plan
- Develop/execute fundraising plan
- Develop/execute marketing and communications plan
- Represent the ECP in public settings, sometimes outside of normal business hours
- Manage all aspects of the ECP’s required reporting to various organizations

Desired qualifications:

- Bachelor’s degree and five years of experience in a relevant field (e.g., economic development, urban planning, public policy, nonprofit management, etc.) or master’s degree and three years of experience
- Deep familiarity with MS Word, Excel, PowerPoint, WordPress, Survey Monkey, Constant Contact, social media, Quickbooks, Slack, etc.
- Track-record of development/relationship-building success
- Track-record of fundraising success
- Experience managing staff (e.g., hiring, evaluating, directing) and finances (e.g., billing, bookkeeping, grant reporting)
- Ability to communicate effectively with elected/career government officials
- Ability to lead change in a multi-stakeholder environment
- Self-starter with an ability to operate with limited oversight
- Excellent written and verbal communication skills

Interested parties should submit a cover letter and curriculum vitae to Matt Fleming, President, ECP, at <Matt.Fleming@visitoec.com>.

