

## **Summary of Job**

**Reports To:** Port Washington Main Street Board President & Board of Directors.

**Workplace Location:** Downtown Port Washington / Main Street Office  
222 E. Main Street, Suite 222, Port Washington, WI 53074

**Work Hours:** Full-time Monday - Friday, occasional weekends and evenings.

**Compensation:** Position is salaried, exempt, and at-will. Salary starting at \$55,000, depending on experience.

## **Organization Summary**

**Downtown Port Washington** is proud to be nationally recognized as a Main Street Accredited program. Our mission is to foster a thriving Downtown that engages diverse audiences and celebrates local businesses to support a vibrant and inclusive district. Guided by a collaborative spirit, our vision is to strengthen Downtown Port Washington by connecting property owners, businesses, residents, and visitors with valuable resources and dynamic experiences. The district is listed on the National Register of Historic Places, reflecting its historic charm and ongoing vitality.

## **Position Summary**

We are seeking a motivated and entrepreneurial **Executive Director** to lead and manage the daily operations of Downtown Port / Main Street in Port Washington. The ideal candidate will be a dynamic connector and strategic problem-solver, passionate about community and economic development. This role will be central in implementing district plans, growing partnerships, increasing stakeholder engagement, and overseeing program and event execution. Strong leadership, communication, and organizational skills are key to success in this position.

## **Tasks Routinely Performed**

### **Key Areas of Responsibility**

Strategy and Organizational Management

- Develop and execute a cohesive marketing, promotional, and business recruitment strategy in coordination with Port Washington Tourism.
- Establish and maintain a comprehensive list of Downtown business and property contacts, including vacancies.

- Lead and manage Downtown Port Main Street staff, program managers, and key initiatives (sponsorships, marketing, website, financials, and Farmer's Market).
- Develop and implement annual operating plans, budgets, and reports in alignment with the BID planning timeline.
- Manage event strategy and execution, including contracts, permits, and day-of support.
- Maintain effective relationships with the Main Street Board of Directors, BID boards, stakeholders, City staff, and the broader community.
- Publish agendas and facilitate monthly board meetings and semi-annual downtown business summits.
- Administer Port Washington Main Street grant programs.

#### Community Engagement & Advocacy

- Represent Downtown Port Main Street at events and through media, acting as a public-facing ambassador for the district.
- Develop and maintain strong relationships with Downtown residents, businesses, and property owners.
- Oversee volunteer recruitment and retention.

#### Qualifications

- Ability to quickly learn new skills and proactively collaborate with team members and the board to address gaps when facing new challenges.
- Must be a "People Person" – feel comfortable talking to strangers and public speaking
- Must be comfortable working independently and efficiently with little supervision
- Valid driver's license and the ability to travel occasionally
- Pass a formal background check

#### Education and/or Experience:

- High School Diploma or GED required; some college or a degree preferred.
- 2+ years of experience in community and/or economic development strongly preferred.
- Proven experience in executing strategic plans and growing community partnerships.
- Leadership in nonprofit management is a plus.

**Physical Demands:**

- Regular use of computer monitors and digital tools.
- Visual inspection of graphic designs, scripts, and content.
- Ability to lifting and carrying boxes or supplies up to 25 lbs.
- Able to stay on our feet for extended periods of time on event days.

**Essential Knowledge & Skills**

- Strong verbal and written communication skills.
- Proven ability to work independently and manage multiple priorities.
- Demonstrated experience in strategic planning, stakeholder engagement, and partnership building.
- Comfortable speaking with the public and networking with diverse community members.
- Entrepreneurial spirit with initiative to identify, test, and improve new programs.
- Highly organized, adaptable, and self-motivated with attention to detail.
- Experience with Google Suite and Canva, with ability to manage administrative tasks effectively.
- Excellent customer service and volunteer coordination skills.
- Valid driver's license and ability to pass a background check.