

Executive Director The Ardmore Initiative

Job Opportunity

The Ardmore Initiative Board of Directors seeks an energetic, thoughtful and proactive professional to lead the organization as its Executive Director. The Executive Director will serve as Ardmore Initiative's lead administrator, providing leadership and implementing policies and programs to carry out the work of the organization. The Executive Director is supported by an Assistant Executive Director and several contractors that support the organization's bookkeeping, marketing, landscaping, and other activities as needed.

Background

Located just 9 miles from Philadelphia's Center City, downtown Ardmore is home to over 250 independent retailers, restaurants, and service businesses nestled along Lancaster Avenue and nearby side streets. Affectionately nicknamed "The Main Street of the Main Line", Ardmore is a key commercial center in Lower Merion Township, attracting thousands of visitors each year and generating significant economic activity.

The Ardmore Initiative (AI) is the Business Improvement District that supports downtown Ardmore. Funding for the District is provided through an additional assessment of property taxes. The BID was reauthorized by the township in 2023 for an additional 10 years. Ardmore Initiative is also a nationally accredited Main Street program and adheres to the four points (Economic Vitality, Design, Promotion and Organization) of the program.

AI works cooperatively with Lower Merion Township to achieve mutually beneficial objectives. Services provided include public space maintenance, marketing and promotions, capital improvements, landscaping, events, and various community services.

The Ardmore Initiative is committed to diversity, equity, and inclusion. Accessibility, equity, and inclusion benefit the community in multiple ways and we strive to work collaboratively with the municipality and local businesses to ensure an accessible and inclusive environment, contributing to an engaged community and lively business corridor.

For more information, please visit: <https://destinationardmore.org>

Essential Duties and Responsibilities

- Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization.

- Builds strong relationships with the organization's stakeholders and effectively communicates with the public, businesses, Township, business associations, and other organizations to foster positive relationships and cooperative working arrangements.
- Advocates for the organization's stakeholders on key issues and supports business development and recruitment to advance Ardmore business and the surrounding residential community.
- Oversees the daily administration of the Ardmore Initiative and its policies, programs, and strategies.
- Develops an annual work plan for the Board's consideration that includes special events, revenue strategies, and special projects to execute on the organization's soon-to-be adopted strategic plan.
- Develops and oversees the annual marketing plan including events, promotions, strategic campaigns and other initiatives as necessary to implement the organization's strategic plan.
- Oversees communication functions including responding to stakeholders, media and other inquiries, and writing annual reports, newsletters, and member bulletins.
- Assists in identifying and submitting applications for grant opportunities, coordinating with AI marketing staff on the execution of sponsorships, and fulfilling sponsor benefits.
- Oversees preparation of the annual budget and manages income and expenses to align with the annual budget.
- Schedules and attends board meetings and supports the Board and Committees by developing agendas, collecting meeting materials, and providing tools and guidance in conjunction with the Board President and Committee Chairs.
- Aids in the development of candidates to fill vacancies on the Board.
- Drafts, presents, and recommends organizational policies and programs to the Board.
- Drafts and implements performance standards; conducts performance reviews for staff; reviews the performance of contractors.
- Provides management and governance support while coordinating and helping to guide the annual workplan.
- Facilitates annual financial audits and compliance activities for the organization.
- Represents the organization at events, community meetings, Township meetings, conferences, and peer events, as required - many of which occur outside of regular business hours.
- Oversees the details of other major gatherings, including an annual meeting, meet and greets, and other community meetings.
- Maintains all organizational documents in a shared drive, that the Board can access, including meeting materials, minutes, by-laws, nonprofit status information, policies and procedures, Board insurance policies, grant and contract administration, and Board roster.
- Executes other duties as requested by the Board of Directors.

Required Skills and Abilities:

- Strong supervisory and leadership skills with the ability to communicate and support AI's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the public.
- Excellent organizational skills and attention to detail.

- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Knowledge of government services is desired but not required.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in related field required.
- At least five years of business administration and/or experience related to commercial corridors or economic development.
- The candidate must be experienced at event production and promotion, sensitive to downtown economies and preservation issues, and must understand the situations confronting small business owners, public agencies, and similar community organizations.
- The ideal manager will be entrepreneurial and imaginative, and able to function effectively in an independent situation.

Physical Requirements:

- Must be able to travel to Ardmore daily and navigate sidewalks, streets
- Prolonged periods working on a computer.
- Must be able to lift up to 15 pounds at times.
- On-site, full time

The compensation for the position will be commensurate with experience, with a target range of \$75-\$90K, plus benefits.

Pelham Advisors is assisting The Ardmore Initiative in this search. To apply send resume and cover letter to Lorelei Gauthier at lorelei@pelhamadvisors.com no later than February 21, 2025.