



Date: May 12, 2019

Chinatown Main Street

EXECUTIVE DIRECTOR - Full Time

Job Description

Chinatown Main Street (CMS) is a volunteer-driven, community-based organization working to attract and enhance public and private investment in the commercial district and foster community spirit and collaboration in Chinatown, one of Boston's most vibrant and attractive neighborhoods. We are seeking a dynamic Executive Director with a strong work ethic, proven leadership and community-building skills, combined with a modern flair for communication, creativity and organization.

Reporting to the CMS Board president and business manager of Boston Main Street. The Executive Director is responsible for the day-to-day operations and long-term planning for CMS, encouraging and facilitating business development in the neighborhood, event planning, communications and more. The Executive Director must be able to manage time and prioritize tasks. Some weekend and evening hours are required.

Responsibilities

- Develop and maintain relationships with all merchants, commercial property owners, neighborhood organizations in and around Chinatown, city departments, funders and stakeholders.
- Key liaison between merchants to City agencies.
- Connect business and commercial property owners with resources and promotional opportunities in assisting with storefront improvement projects.
- Manage all aspects of CMS community events (such as CMS Lantern Festival) including but not limited initial planning to managing logistics, publicity, coordinating city departments, organizing vendors and volunteers, to providing after event report.
- Manage the office including, but not limited to, bookkeeping, database management, purchasing, preparing grant reports and record keeping.
- Manage publicity, communications and promotion for CMS and serve as communications and promotions resource for business, using social networking and traditional media.
- Develop, maintain and attend other local events.



Qualifications

- 3-5 years work experience required in one or more of the following areas: community development, business and economic development, marketing, architecture or design, historic preservation, fundraising and special event planning, nonprofit management, business administration and/or volunteer management.
- Bachelor's degree preferred.
- Fluent in English and Chinese; speaking (including Cantonese & Mandarin) & writing are necessary in both languages.
- Energetic self-starter who can balance a variety of responsibilities and projects simultaneously while working independently.
- Ability to think creatively to develop projects and strategies that fit the needs of the organization, local merchants and community.
- Well-developed communications skills, both written and oral; public speaking at events is required.
- Excellent interpersonal skills; ability to sensitively communicate with people from a variety of backgrounds and diverse work environments, from small business owners to City officials and media contacts.
- Strong administrative, planning and organizational skills, along with the ability to manage the work of others as required.
- Willingness to work a flexible schedule, including some evenings and weekends.
- Technical proficiencies include basic Microsoft Office software (Word, Excel, PowerPoint), basic QuickBooks, basic bookkeeping skills required.
- Website/desktop publishing prefer and social media skills required.

To apply:

Email your resume, cover letter, and list of three references (references for finalist will be contacted prior to the job offer) to BosCMSDirectors@gmail.com or mail to Chinatown Main Street, 2 Boylston Street, Suite G07, Boston, MA 02116