



Executive Director

REPORTS TO: Board of Directors

STATUS: FULL-TIME, EXEMPT, SALARIED

Summary

The Executive Director serves as the chief executive and sole staff member of the Downtown Painesville Organization. This role is responsible for advancing the organization's mission through strong community engagement, fundraising, event execution, and support of downtown business development. The Executive Director is the public face of DPO and works closely with the Board, local businesses, community partners, and the City of Painesville to promote a vibrant, economically healthy downtown.

Key Responsibilities

Leadership & Strategy

- Implement the organization's mission, goals, and annual work plan in partnership with the Board of Directors
- Serve as the primary ambassador for downtown Painesville, representing DPO to businesses, community partners, sponsors, and the public
- Maintain strong relationships with the City of Painesville, Heritage Ohio, and other key stakeholders

Events & Promotions

- Plan, execute, and promote downtown events and programs that drive foot traffic, visibility, and economic activity
- Coordinate logistics, sponsorships, vendors, volunteers, and marketing for events
- Support initiatives that enhance downtown vibrancy, placemaking, and community engagement

Fundraising & Sponsorship

- Lead fundraising efforts, including sponsorship development, donations, grants, and special campaigns
- Cultivate relationships with donors, sponsors, and business partners
- Work with the Board to meet annual revenue goals and ensure financial sustainability

Downtown Business Support

- Actively engage downtown businesses to understand needs and opportunities
- Promote business retention, recruitment, and collaboration
- Support marketing, promotions, and initiatives that strengthen the downtown business district

Operations & Administration

- Manage day-to-day operations of the organization, including budgeting, reporting, and basic administration
- Ensure compliance with reporting requirements and accreditation standards
- Coordinate volunteers, interns, and consultants as needed

Qualifications

- Experience in nonprofit leadership, fundraising, event management, economic development, or community-based work
- Strong relationship-builder with excellent communication and public-facing skills
- Highly organized, self-directed, and comfortable managing multiple priorities independently
- Entrepreneurial mindset with the ability to turn ideas into action
- Familiarity with downtown, small business, or community development environments preferred

Work Style & Attributes

- Energetic, collaborative, and community-oriented
- Comfortable working in a highly independent role with Board partnership
- Professional, adaptable, and solutions-focused
- Passion for downtown revitalization and community impact

How to Apply:

Interested applicants should submit a resume and cover letter to cschultz@lec.edu