

Executive Director — Downtown Sykesville Connection

Position Summary

The Executive Director leads the Downtown Sykesville Connection (DSC), an accredited Maryland Main Street and Arts & Entertainment District organization. Reporting to the Board of Directors, they provide strategic, operational, financial, and community leadership to promote economic vitality, historic preservation, cultural vibrancy, and sustainability of Downtown Sykesville.

They oversee all organizational aspects, including planning, administration, fundraising, grants, marketing, economic development, community partnerships, volunteer efforts, events, staff, and advocacy. The Director is the main spokesperson, representing DSC locally and nationally.

Candidates should have strong leadership, organizational, financial, communication, and relationship skills, with a focus on the Main Street Approach® for downtown revitalization.

Leadership & Governance

- Sets strategic direction; leads staff, Board relations, and organizational compliance
- Serves as the chief spokesperson and public face of DSC

Financial Management

- Owns budget, forecasting, financial reporting, and internal controls
- Manages banking, insurance, audits, tax filings, and contracts

Staff Supervision

- Directly manages 3 staff (Executive Assistant, Event Coordinator, Farmers Market Manager)
- Handles hiring, evaluations, coaching, and culture-building

Grants & Fundraising

- Writes/administers grants; tracks compliance and reporting
- Builds diversified revenue: sponsorships, major donors, membership, events

Downtown Economic Development

- Drives business recruitment/retention, vacancy reduction, and historic preservation
- Maintains property/business inventory and market data

Marketing & Communications

- Owns branding, social media, website, press, and crisis comms

Events & Placemaking

- Oversees signature events, Farmers Market, and holiday programming
- Manages permitting, vendors, risk, and volunteers

Community & Government Relations

- Primary liaison to Town, County, State, Main Street/Arts programs, and elected officials

Reporting & Impact

- Tracks investment, jobs, attendance, and accreditation metrics; produces annual impact report

Qualifications

- Bachelor's degree (Master's preferred) in a relevant field
- 5+ years of progressive leadership in nonprofit, downtown revitalization, or economic development
- Proven budget management, grant writing, fundraising, staff supervision, and event oversight
- Strong written/verbal communication and public speaking
- Evening/weekend availability

Preferred: Certified Main Street Manager, Board experience, QuickBooks, CRM, design tools (Canva/Adobe), MS Office/Google Workspace

Additional Details

Please note that this is an in-person role.

This position offers a competitive salary within a predetermined range consistent with our internal compensation guidelines. In accordance with Maryland law, the specific wage range, benefits, and additional compensation will be provided upon request or during the hiring process.