

BRISTOL CORE

KEEPING DOWNTOWN BRISTOL VIBRANT

P.O. Box 413, Bristol, VT 05443 • (802) 453-7378 • info@bristolcore.org

Executive Director Job Description

Position Summary

The Executive Director of Bristol CORE is responsible for being CORE's face to the greater community. They connect with businesses and community members to promote communication, provide guidance, and oversee initiatives and events supporting CORE's mission. The Executive Director is expected to collaborate closely with the Board on activities contributing to Bristol's thriving downtown.

Primary Responsibilities

The Executive Director is expected to perform all primary responsibilities listed below and respond to the community's changing needs.

- **Bristol CORE Signature Event coordination** - Support already existing town-wide events that will increase traffic in the Bristol Business District.
- **New initiatives** - Work with the board to create new events, beneficial downtown investments, marketing and promotion, and new shopping incentives.
- **Infrastructure coordination efforts** - Work with the town and all relevant partners to support infrastructure opportunities, coordinate efforts, and communicate with businesses about potential changes, disruptions, and plans.
- **Business recruitment** - Connect with potential new businesses to join Bristol's downtown. Make connections between landlords with vacant space and potential new businesses.
- **Bristol Business networking meeting** - Work with the Chair of the Board to organize and facilitate networking meetings so the local businesses can coordinate and connect.
- **Stakeholder meetings** - Meet with community stakeholders to help facilitate partnerships.
- **Grant writing to support special projects and initiatives** - Work with the Board to identify and write grants supporting different projects and initiatives.
- **Monthly reports and agendas** - Work with the Chair to prepare monthly reports and agendas for board meetings.
- **Create Annual Town Report**- Work with the Board to write the annual report of the past year's accomplishments and projects to include in the Bristol Town Report.
- **Designated Downtown statistics and reporting (Required by ACCD)** - Work with the Chair of the Board to keep track of statistics and relevant data to report to the ACCD to maintain our Downtown Designation.
- **Attending Designated Downtown Managers meetings** - The Executive Director and Chair will work together to ensure someone is in attendance at the

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Designate Downtown Managers meetings to allow for networking, partnership, and statewide initiatives.

- **Addison County Economic Development Corporation (ACEDC)** - Participate in occasional events or groups organized by the ACEDC to promote regional economic development and community development initiatives, such as the Addison County Partners, which currently meets every other month as a way to strengthen communities in the wake of COVID-19.

Position Requirements

- Educational requirement: High School diploma or equivalent, Bachelor's, Associate's, or relevant experience a plus
- Proficient communicator with strong written and verbal skills
- Self-starter who is energetic, imaginative, well-organized, and capable of working without direct daily supervision
- Personable, customer-oriented, and comfortable interaction with a broad range of people
- Able to handle many tasks and manage several priorities simultaneously
- Adaptability to changing situations and expectations
- Excellent time management and record-keeping skills
- Proficient in the use of Microsoft, Excel, and Word, email, and Google Docs
- Working knowledge of technology is sufficient to ensure that Bristol CORE operates efficiently and effectively
- Enthusiastic about the mission of Bristol CORE and are committed to being a part of a dynamic community-focused organization

Knowledge and Useful Experience

- Fundraising
- Organizing events
- Networking
- Work with groups
- Monitor business trends
- Ability to delegate
- Social media competent
- Willingness to collaborate
- Demonstrates effective leadership, strategic planning
- Sense of humor
- Presents positive role modeling in all interactions within the community

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- Positive attitude
- Familiarity with Bristol and the surrounding communities
- Understanding of the importance of local businesses and small-town commerce

Organization Information

Bristol's local downtown organization, Bristol CORE, is essential to our active and engaged community. Its mission and passion are to unite people to keep Bristol vibrant, celebrate its history, and plan for its future.

The non-profit 501(c)(3) consists of area business people, property owners, and community members committed to increasing and maintaining the economic vitality of the Bristol downtown area and organizing and promoting community events for Bristol citizens. This is done via beautification, marketing and promotion, and economic development projects and programs.

Bristol CORE and its Board of Directors were created to become a Vermont Designated Downtown, which Bristol earned in 2006.

Bristol CORE is an equal-opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, gender identity, sexual orientation, or familial status.