

CITY OF RAVENSWOOD

NOTICE OF JOB POSTING

The City of Ravenswood is seeking applicants for the position of a Part-Time Executive Director for Downtown Ravenswood Partners. Applications are available at the City Municipal Complex, 1 Wall Street, Ravenswood, West Virginia, between the hours of 8:00 am and 4:00 pm, Monday through Friday, or on-line at:

<https://www.cityofravenswood.com/cityhall/page/employment-application>

Applications will be accepted until July 31, 2026 at 4:00pm. Applicants may obtain a job description as well as information regarding compensation and benefits by contacting Megan Thompson at 304-273-2621.

Job Title: Part-Time Executive Director, Downtown Ravenswood Partners (DRP)

Location: Ravenswood, West Virginia

Job Type: Part-Time (20 hours per week)

About Us:

Downtown Ravenswood Partners is committed to the economic revitalization and historic preservation of our downtown area. We aim to create a vibrant, attractive environment for residents, businesses, and visitors alike.

Job Summary:

Ravenswood Main Street is seeking a passionate and motivated Part-Time Main Street Director to lead our downtown revitalization efforts. The ideal candidate will have a strong interest in community development, excellent organizational skills, and the ability to engage and inspire various stakeholders.

Key Responsibilities:

1. Develop and implement strategies to promote economic growth and community engagement in downtown Ravenswood.
2. Plan and coordinate events, programs, and activities that attract visitors and support local businesses.
3. Build and maintain strong relationships with business owners, community leaders, local government officials, and volunteers.
4. Manage marketing and communication efforts, including social media, newsletters, and press releases.
5. Oversee the budget and financial management of Main Street projects and initiatives.
6. Conduct regular assessments of downtown needs and opportunities, and develop plans to address them.
7. Advocate for the preservation of historic buildings and the cultural heritage of Ravenswood.

Qualifications:

- Bachelor's degree in community development, urban planning, business administration, or a related field preferred but not required.
- Experience in community development, economic development, or a related field.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency with social media platforms and basic computer applications.
- Passion for historic preservation and community revitalization.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to:

Application Deadline:]