

**Job Title: Executive Director**  
**Organization: Our Town Coshocton**  
**Location: Coshocton, Ohio**  
**Salary:** Competitive (To be determined)  
**Reports to:** Board of Trustees

## **About Our Town Coshocton**

Our Town Coshocton is a community-driven, Heritage Ohio-affiliated nonprofit dedicated to downtown revitalization, historic preservation, and economic development. Rooted in strong community values, our organization is actively shaping a vibrant, inclusive, and sustainable future for downtown Coshocton.

Our flagship initiative—the revitalization of the iconic Selby Building—aims to create a self-sustaining hub that houses Our Town Coshocton and a curated mix of tenants, all contributing to a dynamic, cohesive downtown environment.

## **Position Summary**

The Executive Director will serve as the face and driving force behind Our Town Coshocton’s mission. This role requires a passionate and visionary leader who can manage day-to-day operations, build strong partnerships, and champion transformative projects that honor Coshocton's heritage while advancing its future. The Executive Director will also serve as a liaison to Heritage Ohio and the broader community.

## **Key Responsibilities**

### **Strategic Leadership**

- Develop and implement revitalization strategies aligned with Heritage Ohio’s Main Street Approach
- Lead the strategic vision for the Selby Building redevelopment and its integration into organizational operations

### **Community Engagement**

- Foster relationships with business owners, residents, property owners, public agencies, and community organizations
- Serve as a spokesperson and advocate for downtown Coshocton revitalization efforts

## **Financial & Organizational Management**

- Oversee administrative functions, including budgeting, reporting, grant compliance, and financial planning
- Provide regular updates and strategic recommendations to the Board of Trustees

## **Staff & Volunteer Coordination**

- Hire, supervise, develop, and support staff as needed
- Coordinate with volunteers and partners to support events, initiatives, and organizational goals

## **Fundraising & Resource Development**

- Design and implement fundraising strategies (donor cultivation, grant writing, sponsorships, events)
- Secure resources to support both operational needs and long-term sustainability

## **Advocacy & Reporting**

- Represent Our Town Coshocton at local, state, and Heritage Ohio meetings
- Submit monthly reports and documentation to ensure compliance with Heritage Ohio

## **Policy & Planning**

- Collaborate with the Board of Trustees to shape policy and guide planning related to programming, staffing, acquisitions, and development

## **Qualifications**

- Demonstrated leadership experience in nonprofit management, community development, downtown revitalization, or a related field
- Strong communication, networking, and public speaking skills
- Proven experience in fundraising, grant writing, and financial management
- Familiarity with historic preservation, economic development, or urban planning (preferred)
- Experience working with boards, government entities, and a diverse range of stakeholders
- Ability to manage multiple priorities in a dynamic environment
- Passion for community-driven change and historic preservation
- Willingness to create content for Our Town Coshocton's social media channels to share updates on events, projects, and initiatives

## **How to Apply**

Interested candidates should submit a **resume**, **cover letter**, and **salary expectations** to:

**By Mail:**

Our Town Coshocton  
Attn: Executive Director Recruitment  
P.O. Box 1633  
Coshocton, OH 43812

**Or By Email:**

[tlbandit@roadrunner.com](mailto:tlbandit@roadrunner.com)