



Norwich Business Improvement District seeking Executive Director

The Norwich Business Improvement District (BID) is seeking a dynamic and passionate individual who has a desire to impact the local community. The Executive Director is responsible for assuring stakeholders have adequate access to information regarding available resources to support their success and the betterment of the Norwich BID.

The position will require coordination with downtown business and property owners, and community representatives (retail, service organizations and government); implementation of a variety of promotions, programs, and events; business improvement projects; and development and oversight of internal and external communications.

The qualified candidate should possess excellent oral and written communication skills, be self-motivated and eager to engage with the community. Experience in Microsoft Office software, grant writing, and managing social media platforms preferred. Prior experience in creating and executing project plans in a not-for-profit setting is also a plus.

This is a part-time position with an annual salary of \$24,000 and no benefits.

Please submit resume to: bid@frontiernet.net or via mail to Norwich BID Search Committee, 1 City Plaza, Norwich, NY 13815.

June 6, 2025