



**Job Title: Executive Director**

**Main Street Woodbury, Inc.  
Woodbury, NJ**

### About Woodbury

Located in the heart of Gloucester County, Woodbury is a historic city rich in character and community spirit. As a designated Main Street New Jersey community, Woodbury blends its colonial roots with modern momentum driven by local businesses, artists, and civic engagement. The city is ready to grow, thanks to its pedestrian-friendly downtown, variety of events, and committed leaders, all while respecting its history.

### About Main Street Woodbury

Main Street Woodbury, Inc., is a nonprofit organization powered by resolute volunteers and guided by professional leadership. Our mission is to promote the economic revitalization, cultural vibrancy, and historic preservation of downtown Woodbury. We support small businesses, celebrate local identity, and strengthen community connections through strategic partnerships and the National Main Street Four-Point Approach®.

### Position Overview

Main Street Woodbury seeks a dynamic, community-minded Executive Director to oversee daily operations and lead revitalization efforts. This individual will coordinate Main Street initiatives, manage volunteers, cultivate partnerships, and serve as the public face of the organization.

The Executive Director reports to the Board Officers, and works collaboratively with business owners, city officials, nonprofit partners, and state agencies to fulfill the organization's mission.

### Key Responsibilities

- Oversee Main Street Woodbury's daily operations, programs, and community events
- Cultivate strong relationships with downtown businesses, civic groups, residents, and volunteers
- Fundraising and Grant writing are core responsibilities

- Serve as liaison to city leadership and New Jersey state officials to advocate for downtown revitalization
- Partner with other nonprofits and community organizations on shared programming and initiatives
- Recruit, support, and coordinate volunteers across committees and projects
- Lead fundraising strategies including grant writing, sponsorship development, and donor engagement
- Manage organizational finances, maintain records, and ensure compliance with New Jersey Main Street and National Main Street Center requirements
- Collect and analyze district data to track economic trends and program impact
- Develop marketing and promotional strategies, including oversight of social media platforms (e.g., Facebook, Instagram, LinkedIn) and press outreach
- Promote downtown businesses through collaborative marketing campaigns and special events
- Represent Main Street Woodbury at public meetings, community events, and regional gatherings
- Attend board and committee meetings and provide regular updates and strategic input

## Qualifications

- Experience in nonprofit, community-based, and downtown revitalization
- Professional and Community Leadership skills
- Economic development
- Public administration or civic engagement
- Urban planning or historic preservation
- Event planning, marketing, or public relations
- Fiscal management, budgeting, or grant writing
- Small business support or entrepreneurship

## Key Skills and Attributes

- Strong written and verbal communication skills
- Energetic, personable, and community-oriented
- Highly organized and able to manage multiple priorities
- Capable of working independently and collaboratively
- Comfortable engaging with government, nonprofit, and business stakeholders
- Proficient in Microsoft Office and familiar with basic social media tools
- Resourceful, innovative, and committed to local revitalization
- Fundraising and Grant writing are core responsibilities

## Position Details

- Full-time position
- Flexible schedule with occasional evening and weekend commitments
- Being present in Woodbury in person is required
- The Executive Director reports to the Board Officers

## How to Apply

Interested candidates should submit the following:

- A current résumé
- A brief cover letter outlining their prior relevant experience, and three references

Please email your application materials to [info@mainstreetwoodbury.org](mailto:info@mainstreetwoodbury.org).

We will review applications as we receive them.

**Submission Deadline: February 20, 2026**

*Main Street Woodbury, Inc., is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*