

**Board of Directors:**

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**ExOfficio Directors:**

City - Robin Ginner  
Historic Society - Vito Bortolotti  
Chamber - Kim Emerson

**Executive Director:**

Karen Margelofsky, Cell: (715) 522-0900  
karen@eagleriverrevitalization.org

## Eagle River Revitalization Program – Employment Opportunity

### *Executive Director*

**Location:** Eagle River, Wisconsin

**Salary Range:** \$45,000 – \$65,000 (commensurate with qualifications and experience)

**Employment Type:** Full-time

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### About Us

At the Eagle River Revitalization Program (ERRP), our vision is to **preserve Eagle River's unique Northwoods character while supporting the growth and vitality of our city**, and our mission is to **provide financial, design, and promotional assistance to stimulate our business community**.

We are a **nationally accredited Main Street program since 1999** and a **501(c)(3) nonprofit organization**, supported by the city-wide Business Improvement District (BID). ERRP is proud to be among only one-third of Wisconsin Main Street programs to achieve **Gold Tier status** since the recognition was introduced by Main Street America in 2023, and we are honored to have earned this top distinction both years. In 2024, ERRP was also named **Wisconsin Main Street of the Year**.

In addition to our downtown revitalization efforts, ERRP manages the **Eagle River Farmers Market, the Young Entrepreneur Market (YEM!), and the Artscape Banner Program**, along with other community initiatives that bring vibrancy and pride to our city.

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### Position Summary

ERRP seeks a dynamic and entrepreneurial **Executive Director** to lead our Main Street revitalization program. The Executive Director is the principal on-site staff responsible for managing daily operations, coordinating volunteers and committees, implementing revitalization strategies, and serving as a key spokesperson for the program. This role requires leadership, strong organizational skills, and the ability to balance multiple priorities while fostering strong community partnerships.

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### Key Responsibilities

- Lead and coordinate the implementation of the Main Street Four-Point Approach: **Organization, Promotion, Design, and Economic Vitality**.
- Manage daily operations, including budgeting, record keeping, and reporting to the ERRP Board, Wisconsin Main Street, and funding partners.
- Develop and implement business support and economic development strategies, including small business recruitment, retention, and property improvement initiatives.

*A 501c3 non-profit organization, FEIN 39-1970671*  
525 E. Maple Street, PO Box 2302 ~ Eagle River, WI 54521  
Office: (715) 477-0645 | EagleRiverRevitalization.org

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- Plan, promote, and execute community events and fundraising efforts to enhance downtown vitality and generate program support.
- Build and maintain strong relationships with businesses, property owners, local government, civic organizations, and regional/state partners.
- Recruit, train, and manage volunteers, interns, and part-time staff as needed.
- Serve as a visible and effective advocate for Eagle River's downtown through public speaking, media engagement, and marketing initiatives.
- Pursue grants, sponsorships, and partnerships to support program growth.

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**Qualifications**

- Bachelor's degree in business, nonprofit management, public administration, community development, or related field **or** equivalent business/organizational leadership experience.
- Strong skills in communication, public relations, and marketing.
- Demonstrated ability to manage budgets, fundraising, and grant writing.
- Experience in community/economic development, nonprofit management, or small business support preferred.
- Ability to work independently while engaging a diverse range of stakeholders.
- Willingness to work flexible hours, including evenings and weekends, as needed.

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**Compensation & Benefits**

- Salary range: \$45,000 – \$65,000, based on experience.
- Stipend toward **insurance or retirement**.
- **Cell phone reimbursement**.
- **Paid time off commensurate with experience**.

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**Application Process**

Submit a **cover letter, resume, and three professional references** to **Danielle Mazur, ERRP Board President** at [dmazur@nicoletbank.com](mailto:dmazur@nicoletbank.com).

**Applications are due by 4:00 PM on Tuesday, September 2, 2025.**