(ORGANIZATION NAME/LOGO)

**JOB OPENING: EXECUTIVE DIRECTOR**

**OVERVIEW OF POSITION**

The Executive Director coordinates the activities of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Main Street program utilizing historic preservation as an integral foundation for downtown economic development. The Executive Director encourages public awareness of the program activities and acts as a liaison to all committees and partner organizations. The Executive Director will serve as a full-time advocate for the downtown and as an authority and source for information, resources and activities related to the revitalization initiative.

**ORGANIZATIONAL DESCRIPTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a 501(c)3 non-profit organization following the Main Street Approach® to downtown revitalization since 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s mission is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Executive Director will be accountable to the President of the Board of Directors and report monthly to the Board of Directors.

**POSITION RESPONSIBILITIES**

* Developing, in conjunction with the board, appropriate downtown revitalization strategies
* Developing and conducting, in conjunction with the board and committees, ongoing public awareness and education programs
* Supervising support staff, consultants, and volunteers
* Coordinating volunteers to accomplish activities of all committees (Design, Economic Vitality, Organization, Promotions and sub-committees as necessary)
* Managing administrative aspects of the program
* Assisting business and property owners with business and property improvement projects
* Encouraging a cooperative climate with other community organizations and with the business community
* Helping to build productive relationships with appropriate public entities
* Developing and maintaining a data system to track the progress of the local program
* Serving as an advocate for downtown issues at local and state level
* Attending and managing special events outside of regular business hours
* Coordinating, recruiting, and retaining an active volunteer force
* Writing grants and assisting in raising operational and event funds
* Working toward developing skills as a downtown management professional

**QUALIFICATIONS**

* Bachelor’s degree from an accredited four-year college or university
* Three to five years relevant work experience
* Entrepreneurial, energetic, imaginative, well organized, and capable of functioning effectively in an independent situation
* Demonstrate a thorough understanding of the Main Street Approach®
* Excellent written and verbal communication skills
* Ability to work with a variety of individuals and organizations, and to work toward building consensus among people of diverse backgrounds
* Proficiency in word processing, spreadsheets, and database management

**PREFERRED QUALIFICATIONS**

* Experience with downtown revitalization programs
* Experience recruiting and managing volunteers
* Professional and/or academic economic development experience
* Marketing or advertising experience
* Historic preservation knowledge
* Experience working with boards or commission

**COMPENSATION**

Salary of RANGE depending on qualifications. Benefits include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**HOW TO APPLY**

Please submit cover letter, resume, three references, and a brief writing sample to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with subject line “\_\_\_\_\_\_ ED Application”. Application must be received by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**