



## **Main Street McMinnville Executive Director Job Description**

<b>POSITION:</b>	Executive Director
<b>REPORTS TO:</b>	Main Street McMinnville Board of Directors
<b>DIRECTS:</b>	None
<b>EFFECTIVE:</b>	10/2019
<b>LEVEL:</b>	Exempt

### **GENERAL DESCRIPTION:**

The Executive Director plans, executes, and documents the operation of Main Street McMinnville consistent with the goals, objectives and standards established by the Board of Directors and in keeping with national Main Street Program guidelines. The position represents MSM to business owners, city officials and staff, program partners, members, and other interested persons and shares context and information on the goals and accomplishments of the organization.

The Executive Director also serves as a critical advocate for downtown by disseminating relevant data and research on economic development and historic preservation. The role mobilizes this information in pursuit of the overarching vision of downtown McMinnville as a safe, culturally rich and architecturally preserved downtown which is vibrant and eye-appealing, family and community oriented, and commercially viable.

### **KEY RESPONSIBILITIES:**

The Main Street Executive Director will:

- Work with the Board of Directors to manage the administration, programs and services of the organization; Work with the Board of Directors and various committees to develop and implement an annual work plan for the organization aligned with the MSM Strategic Plan.
- Direct business retention, expansion, and recruitment for downtown; provide information, expertise, and appropriate support to downtown businesses.
- Lead development of funding sources to support MSM, write proposals, and coordinate fundraising activities with relevant committees.
- Serve as local resource on public space, historic district and other regulations relevant to downtown McMinnville; advocate for and develop with various stakeholders local incentives and standards for responsible and sensitive downtown development.
- Create and implement a program of regular contacts with downtown McMinnville property owners to foster and support participation of the MSM program.
- Act as liaison to the City of McMinnville and Warren County governments as well as regional partners, state government departments, and National Main Street and Tennessee Main Street.

- Recruit and manage volunteers, including special project volunteers and short-term volunteers to plan.
- Develop and coordinate media pitches, social media messaging, and promotional materials to effectively communicate information on MSM and downtown.
- Attend yearly National Main Street Convention and the quarterly Tennessee Main Street training meetings. Report to board on insights gained and a list of ideas that could possibly be used in MSM.
- Manage the day-to-day operations of MSM; prepare necessary reports, summaries and research projects to support the work of the Board of Directors and the committees.
- Perform other duties as may be assigned from time to time by the Executive Committee, Board of Directors or the President.
- Plan and implement with committees numerous special events including a hallmark summer concert series

### **MINIMUM QUALIFICATIONS:**

#### *Required:*

- Bachelor degree from an accredited university or 4-year college in public administration, architecture, planning, historic preservation, economic development, marketing, tourism management or related field
- A minimum of five years combination of experience in one or more of the following: non-profit management, small business, community development, public relations, planning, fundraising, historic preservation, urban geography, historic architecture, or a related field.
- Excellent project management, event management, and decision-making skills; ability to delegate authority and to motivate and direct volunteers towards shared goals.
- Strong interpersonal skills and experience with conflict resolution.
- History of sound judgment in the use of resources, guidelines and stated policies
- Excellent both verbal and written communication skills; experience with public speaking and social media management.
- Proven record of leadership; entrepreneurial outlook; creative and resourceful
- Proficient computer skills including Microsoft Office, online tools for team communication such as Gmail, Google Drive, and Dropbox.
- Must pass a pre-employment, post offer drug screen.
- Must be able to maintain a valid Tennessee driver's license.

#### *Preferred:*

- Main Street experience.
- QuickBooks experience.
- Grant writing and grant administration experience.
- Master's degree in public administration, architecture, planning, historic preservation, economic development, marketing, tourism management or related field
- Experience with implementing a district or neighborhood master plan with a Main Street organization

**WORKING CONDITIONS:**

General office environment; requires ability to travel overnight to meetings in other cities (approximately quarterly); requires flexibility to work irregular and varied hours.

**PHYSICAL DEMANDS:**

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.* Requires the physical ability in pushing, pulling, reaching, standing, walking, lifting, grasping, talking, and hearing. Requires lifting 25 lbs.

Position is open until filled. To apply, email a cover letter and resume to [mainstmcminnville@gmail.com](mailto:mainstmcminnville@gmail.com).