

Executive Director Job Description

Primary objective of position. The executive director (manager) develops, coordinates, and implements the Main Street Chillicothe program, overseeing daily operations, linking the four committees, initiating a wide range of projects (from supervising promotional activities to assembling market information), providing information on downtown revitalization, expanding and developing volunteer capacity, and acting as a full-time advocate for the downtown.

c. Major areas of accountability and performance.

- The executive director (manager) coordinates the activity of Main Street Chillicothe program committees, ensuring that communication between volunteer committees is well established and assisting committees with implementation of work plan items.
- The executive director (manager) manages all administrative aspects of the Main Street Chillicothe program, including
 - o purchasing;
 - o record keeping;
 - o budget development;
 - o accounting;
 - o budget monitoring;
 - o establishing technical resource files;
 - o preparing reports required by the Missouri Main Street Connection program, National Main Street Center and the Neighborhood Assistance program;
 - o preparing reports to funding agencies;
 - o supervising all other Main Street Chillicothe employees or consultants, and
 - o participating in personnel and project evaluations.
- The executive director (manager) develops, in consultation with the Main Street Chillicothe Board of Directors, committees, and volunteers
 - o downtown economic development strategies based on historic preservation and utilizing the community's human and economic resources;

- o familiarity with all persons and groups directly or indirectly involved in the downtown commercial district;
- o an annual work plan for implementing a downtown revitalization program focused on the four areas of design and historic preservation, promotion, organization and management, and business resource and economic restructuring or development;
- o an ongoing public awareness and education program designed to enhance appreciation of the downtown's architecture and other assets, to foster an understanding of the Main Street Chillicothe program's goals and objective, and to keep the program in the public eye through speaking engagements, media interviews, and personal appearances;
- o methods to assist individual tenants or property owners with physical improvement projects through personal consultation, obtaining and supervising professional design consultants, locating appropriate contractors and materials, supervising construction when practical, and providing guidance on necessary financial mechanisms for physical improvements;
- o methods to encourage improvements in the downtown community's ability to carry out, in a cooperative climate between downtown organizations and local public officials, joint activities such as promotional events, advertising, user friendly and uniform store hours, special events, business recruitment and retention, parking management, and workshops providing advice and information on successful downtown management;
- o methods to coordinate and publicize joint promotional events such as seasonal festivals or cooperative retail promotional events in order to improve the quality and success of events and attract people downtown, and to encourage design excellence in all aspects of promotion so as to advance an image of quality for the downtown;
- o strong and productive working relationships with appropriate public agencies at the local and state levels;
- o data systems to track the process and progress of the Main Street Chillicothe program, including economic monitoring, individual building files, thorough photographic

documentation of all physical changes, and information on job creation and business retention;

- o methods to represent the community to important constituencies at the local, state, and national levels, speaking effectively on the directions and findings, always mindful of the need to improve state and national economic development policies as they relate to smaller communities;
- o facilitation and coordination of fundraising activities of the board of directors.

- The executive director (manager) performs other duties relevant to the mission of Main Street Chillicothe as assigned by the board of directors.

Education, training, and experience requirements. The executive director (manager) should have education or experience in one or more of the following areas: architecture, historic preservation, economics, finance, public relations, journalism, planning, business administration, public administration, retailing, volunteer or non-profit administration, or small business development. The executive director (manager) must be sensitive to design and preservation issues. The executive director (manager) must understand the issues confronting downtown business people, property owners, public agencies, and community organizations. The executive director (manager) must be creative, entrepreneurial, flexible, energetic, imaginative, well organized, and capable of functioning effectively in an independent situation. The executive director (manager) must have excellent verbal and written communication skills as well as supervisory skills. The executive director (manager) must be a self-starter, capable of working independently, and a diplomat, able to work well with a variety of people