

Main Street Chillicothe Executive Director

Position Details

Type	Full Time
Offered By	Main Street Chillicothe PO Box 1022/514 Washington St. Chillicothe, MO
Salary	Negotiable, dependent on experience and qualifications
Deadline	10/28/2019
For More Information	Name: Ben White mschilli@greenhills.net www.downtownchilli.com

Main Street Chillicothe's next Executive Director will build upon a foundation of success in order to lead the continued revitalization of Chillicothe's historic downtown. This position will be best filled by a true Jack (or Jill) of all trades capable of managing complexity and a comprehensive approach to program and partnership development. As one of the leading downtown revitalization programs in the State of Missouri, Downtown Chillicothe and Main Street Chillicothe are well positioned for continued success which includes addressing the ongoing revitalization of the downtown district. A complete job description is available for download as a pdf on www.downtownchilli.com.

Duties

Act as the point person for downtown Chillicothe on a range of issues and build relationships with property owners, business owners, elected officials, developers, professionals, downtown stakeholders, and the community at large. Advocate for the vision of a more active, vibrant and sustainable downtown as an asset to Chillicothe and the surrounding area. Sustain program funding through different city and state sources of funds, programmatic support from partners, fundraising and grant writing. Support the organizational annual and long-term goals as defined by board of directors (examples below): Encourage rehab/adaptive reuse projects. Support new construction projects initiated downtown. Encourage the addition of residential capacity downtown. Business recruitment. Develop programs that activate downtown. Expanded community support of Main Street Chillicothe and Downtown. Increase level of "community building" downtown as the community gathers around a shared sense of identity and shared vision for the future of downtown. Develop a more active and sustainable non-profit to implement further change.

Qualifications

Downtown development or non-profit experience a plus, familiarity with grants, public relations, and project management. Well qualified applicants will have familiarity with one or more of the following: business recruitment, community engagement and/or project/event planning. Work independently and with the Board of Directors, Program Partners, and Volunteer Project Committees to cultivate a more active, vibrant and sustainable downtown. Focus on 4 strategic areas: marketing and promotions, capacity building, design and preservation, and business recruitment/retention. Manage the day-to-day operation of the non-profit organization guided by goals and work plans. Support Main Street Chillicothe volunteer committees, projects and partners.

How to Apply

As a response to this job posting please submit your resume, one-page cover letter and answers to the following questions to: mschilli@greenhills.net before October 28, 2019. Share with us your experience leading a nonprofit focused on community building, place making and/or downtown revitalization. (Please limit your response to no more than 350 words). Please share with us your approach and experience to building partnerships with organizational partners, stakeholders and volunteers (Please limit your response to no more than 350 words). Please share with us your experience managing staff, volunteers and a budget (Please limit your response to no more than 350 words).

Thank you for your interest in Main Street Chillicothe. We will review submissions and contact eligible candidates.