

## **Main Street Chillicothe Executive Director**

### **Primary Objectives –**

- The executive director develops, coordinates and implements programs, oversees daily operations, provides information on downtown revitalization, expands and develops volunteer capacity and acts as a full-time advocate for downtown Chillicothe.
- The executive director will also focus on 4 strategic areas:
  - Marketing and Promotions
  - Capacity Building
  - Design and Preservation
  - Business Recruitment and Retention

### **Areas of Responsibility –**

- Coordination of the activities of all Main Street Chillicothe program committees, ensuring that communication is well established.
- Assist committees with creation and implementation of work plan items
- Manages all administrative aspects of the Main Street Chillicothe programs, including:
  - Purchasing
  - Record Keeping
  - Budget Development and Monitoring
  - Basic Accounting
  - Maintain reporting required by Missouri Main Street Connection program, National Main Street Center and the Neighborhood Assistance Program
  - Preparing reports to various funding agencies
  - Leading all other Main Street Chillicothe employees or consultants
  - Participate in personnel and project evaluations

These objectives and responsibilities will be accomplished by the Executive Director in consultation with the MSC Board of Directors, committees and volunteers. All development strategies are centered around historic preservation and enhancement of the community's human and economic resources.