

Saline Main Street Executive Director

Saline Main Street, a non-profit downtown revitalization organization, is seeking an experienced Executive Director for its nationally accredited Master Level Michigan Main Street program in Saline, Michigan.

Saline is a community continually ranked by CNN/Money Magazine as one of America's Top 100 Best Places to Live and by Bloomberg Business Week as The Best Place to Raise Kids in Michigan in 2013. Saline has strong community engagement, nationally ranked schools, rich cultural and recreational opportunities, a thriving downtown setting and proximity to big-city amenities. The Saline Main Street program was a semi-finalist for the 2018 Great American Main Street Awards (GAMSA).

We are looking for a leader with solid people and communication skills who can develop and accomplish goals, manage people and multiple priorities. Excellent written and verbal communication skills are essential and supervisory skills are required. This individual will help continue Downtown Saline's progress by taking the community's volunteer organization to the next level. Candidate should be one who displays an entrepreneurial, energetic and imaginative spirit as well as great organizational skills and ability to function effectively in an independent environment.

Preference will be given to candidates with education and experience in commercial district management, economic development, volunteer management, non-profit administration, finance and small business development. Public relations, planning, administration, retailing, event management and historic preservation experience preferred. Candidate should also understand the issues confronting business people, property owners, public agencies and community organizations.

A comprehensive wage and flexible benefits package are offered depending upon experience. The salary and flexible benefits range is between \$45,000-\$55,000.

Send cover letter, resume, wage history and three references to Saline Main Street, c/o Karen Ragland at karen@design-hub.com. Position open until filled. EOE
www.salinemainstreet.org

Deadline for applications is January 12, 2018.



Saline Main Street

Main Street Executive Director Job Description

Position Overview: Under the direction of the Saline Main Street (SMS) Board, this position performs a variety of supervisory, administrative and professional work to support the Main Street program. The Executive Director will promote commercial district activities, educate businesses and serve as listener, collaborator, clearinghouse, visionary, facilitator and coordinator. The Executive Director will promote public awareness of the program and act as liaison to other government and community organizations.

Position Details: This is a full time position. Hours worked will vary with program needs and will include some nights and weekends. Direct supervision of the Executive Director will be the responsibility of the President of the Board of Directors with input from the full Board of Directors

Salary Range: \$45,000 - \$55,000 with matching contribution to a 401k up to 3%

Position receives benefits to include medical and paid leave time as per employment contract.

The Executive Director Should:

- Have education or 5+ years of experience in more than one of the following areas: economics, finance, public relations, planning, business administration, public administration, community organizing, non-profit administration, volunteer management and/or small business development.
- Have working knowledge in the following areas: National Main Street philosophy, four-point Main Street approach, social media applications, historic preservation, grant writing and economic development.
- Be sensitive to design and preservation issues
- Be proficient in word processing, spreadsheet applications, PowerPoint and data base management.
- Have excellent public speaking and conflict resolution skills and understand the issues confronting business people, property owners, public agencies, community organizations and volunteers.
- Be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation.
- Have excellent verbal and written communication skills

Essential Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

LEADERSHIP/ MANAGEMENT

- Develop, in conjunction with the Board of Directors, downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources.
- Become familiar with all persons and groups directly and indirectly involved in the downtown.
- Mindful of the roles of various downtown interest groups, assist the board of directors and teams in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization and management; and economic development.
- Manages and supervises operations of the SMS program.
- Serves as the visible contact person and full-time advocate for the Main Street Program,
- Provides leadership and direction in the development of short & long range plans and projects.
- Provides professional advice to the SMS Board and other officials.

- Acts as project supervisor for all SMS projects and promotions.
- Coordinates the activities of the SMS Teams. Ensures that communication among the teams is well established and assists Team volunteers with development and implementation of work plan items.
 - Works with Team Leaders, assures that assigned areas of responsibility are performed within budget and within deadlines, monitors revenues and expenditures; prepares draft annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Monitors local, state and Federal legislation and regulations related to SMS program.
- Manages all administrative aspects of the SMS program to include developing and maintaining appropriate data and record keeping systems (including downtown business and property inventory and volunteer database); creating and administering budgets; accounting and purchasing in accordance with SMS policies; preparing reports and making presentations; assisting board and team members with meeting packets, agendas and minutes; preparing all grant and progress reports as required by the Michigan Main Street Center and National Main Street Center.
- Develops strategies for economic development and historic preservation within the Main Street area and collaborates with the City on activities within the district area.

ADMINISTRATION

- Maintains a comprehensive inventory of available buildings, businesses, property owners, and sites in the community for economic development purposes.
- Develops and maintains a comprehensive database of all volunteers.
- Prepares, writes and administers grant applications related to the SMS program.
- May supervise support staff.
- Assists in recruiting, training and coordinating volunteers including members of the four Main Street Teams, special project volunteers and special event volunteers.
- Directs efforts in business recruitment, retention and expansion including providing information, expertise, and appropriate referrals to business owners in collaboration with the City, Saline Area Chamber of Commerce and other local and state agencies. Works with developers and building owners to enhance the quality of retail and commercial space. Proactively identifies and recruits local, regional and national retailers and restaurants based on market data.
- Understands the City permitting and inspection processes and guides new businesses through them, working through any roadblocks. Acts as liaison between interested businesses and the City of Saline.
- Advises and assists in efforts to raise funds in support of the Main Street program and its events and activities.
- Attends all required training and technical assistance visits provided by the Michigan Main Street program.
- Designs and conducts public awareness education programs to enhance appreciation of the downtown, foster an understanding of the SMS program's goals and objectives and keep the program highly visible in the community through speaking engagements, public presentations, media interviews, etc.
- Coordinates maintenance of downtown infrastructure and beautification projects.
- Assists in maintaining the SMS website and coordinates use of social media in order to communicate and promote the Main Street program.

- Assists in preparing marketing materials, which may include fliers, postcards, newsletters, e-newsletters, press releases, etc.
- Ensure that Saline Main Street is in compliance and adheres to all contracts with both external partners at all times, including Michigan Main Street and the City of Saline and EDC.

COMMUNICATION

- Timely communication and follow up via personal contacts, telephone and email.
- Acts as downtown district advocate. Creates and maintains a cooperative working relationship with existing and new business owners/operators, residents and local agencies. Maintains and disseminates information pertaining to the district as a whole, specific projects, existing amenities, tax and financial information and economic development.
- Establishes strong working relationships with downtown businesses through personal contact. Creates and implements a program for regular, monthly contacts with existing and new members of the downtown area in order to foster support and participation in the Main Street program.
- Encourages and fosters entrepreneurial enterprises and inquiries.
- Encourages a cooperative climate among downtown interests and local public officials. Provides information, expertise, and referrals to support a healthy business district.
- Builds strong, productive relationships with appropriate agencies at the local, state and national levels.
- Builds strong relationships with all persons and groups directly and indirectly involved in the downtown area to include the City of Saline, Saline Area Historical Society, Saline Area Chamber of Commerce, community service organizations, surrounding municipalities, Summerfest, Saline Area Schools, Saline Community Education, and any other organizations as appropriate.
- Attends City staff meetings, SMS meetings, monthly City Council meetings, Saline Area Chamber of Commerce meetings and Business & Property Owner meetings and keeps officials apprised about Main Street activities and events.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.