

Batesville Main Street Executive Director Job Posting

Job Type: Part-time; 30+ hours per week

Organization Overview:

Batesville Main Street leads and organizes community resources to develop and promote the economic and cultural vitality of downtown Batesville, Indiana, while preserving and enhancing historic assets.

Position Summary:

The Executive Director (ED) coordinates activity within a downtown revitalization program that utilizes historic preservation and revitalization as an integral foundation for local economic development. He/she is responsible for the development, conduct, execution and documentation of the Main Street program. The ED is the principal on-site staff person responsible for coordination of all program activities and volunteers, as well as representing the community regionally and nationally, as appropriate. In addition, the ED will work closely with the City of Batesville, Batesville Chamber of Commerce and community leadership in order to reach identified benchmarks and guide the organization as it evolves.

Qualifications:

Resource Management Responsibilities

The ED supervises any interns or volunteers for the organization, as well as professional consultants. The ED maintains local Main Street program records and reports, establishes technical resource files and libraries and prepares regular reports for the local Main Street program as well as the State and National Organization. The ED monitors the annual project budget and maintains financial records in cooperation with the organization's Treasurer.

Job Knowledge and Skills Required

The ED should have the education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, fundraising, volunteer or non-profit administration, architecture, historic preservation and/or small business development. The ED must be sensitive to design and historic preservation issues and understand the issues confronting downtown business owners, property owners, public agencies and fellow community organizations. The ED must be a self-starter who is energetic, entrepreneurial, creative and well organized. He/she must be capable of working in an independent as well as TEAM environment and be able to take direction from the Board of Directors. Excellent written and verbal communication skills are essential.

Education and Experience:

Bachelor's degree preferred. Associate's degree with two years education/experience in at least one of the following areas: marketing, public relations, business management, non-profit management, fundraising, economics, grant writing or event planning will also be considered. Individual must be proficient in Windows-based computer programs and social media marketing. Graphic design software knowledge is also desirable. Experience with non-profit fundraising, including corporate membership campaigns, sponsor solicitations, institutional supporters, and independent donors is preferred.

Range of Duties to be Performed:

- Coordinate activity of Main Street program committees (Promotions, Economic Vitality, Design and Organization), ensuring that communication between committees is well established; assist committees with creation and implementation of work plan items.
- Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development and bookkeeping with the Main Street Treasurer; preparing all reports required by state Main Street program and by the National Trust Main Street Center, assisting with the preparation of reports to funding agencies; and supervising volunteers.
- Utilizing the Main Street program format, develop and maintain data systems to track the process and progress of the local Main Street program. These systems should include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.
- Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district. Assist the Main Street Board of Directors and the four committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation, promotion/marketing, organization/management and economic vitality/economic development.
- Present monthly reports on key deliverables to Main Street Board of Directors.
- Collaborate on downtown events, (including cooperative retail promotional events) in order to improve their quality and success and attract more people into the downtown. Help build strong and productive working relationships with appropriate public agencies at local and state levels. 2 Range of Duties to be Performed (cont.)
- Seek and prepare local, state and national grants that will assist in funding designated projects in the downtown area and oversee the implementation of these grants. Prioritize list of available grants with responsibility and timelines on annual basis.

- Develop and conduct ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture, local businesses, and the downtown district as a whole. Foster an understanding of the Main Street program's goals and objectives through speaking engagements, media interviews and appearances, always keeping the program highly visible in the community.
- Consult and guide downtown business owners or property owners with physical improvement projects on available financial mechanisms for physical improvements with City of Batesville.
- In coordination with the Batesville Chamber of Commerce, encourage improvements in the downtown's ability to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, etc.
- Collaborate on downtown events, including cooperative retail promotional events in order to improve the quality and success of events to attract people downtown. Work closely with local media to ensure maximum event coverage. Encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- Represent the community and speak effectively on the program's mission and vision.
- Position will require some mandatory evening and weekend hours for events and meetings, as well as infrequent travel to conferences and meetings.
- All other duties as assigned.
- Develop, maintain, and update Main Street website and social media presence.

Compensation:

Salary negotiable based on experience and qualifications.

To Apply:

Submit a cover letter, resume and references to the following:

Batesville Main Street
P.O. Box 260

Batesville, IN 47006

Or via Email to: batesvilleinmainstreet@gmail.com