

EXECUTIVE DIRECTOR JOB DESCRIPTION

1. Work Objective

The Troy Main Street Director coordinates activity within a downtown revitalization program which utilizes historic preservation an integral foundation for downtown economic development.

The Director is the principal on-site staff person responsible for coordinating all project activities locally as well as for representing the community regionally and nationally as appropriate.

2. Full Range of Duties to be Performed

A. Develop, in conjunction with the Troy Main Street Board of Trustees, strategies for downtown economic development through historic preservation utilizing the community's human and economic resources. Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district. Assist the Troy Main Street's Board of Trustees and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas; design/historic preservation, marketing, operations/management, and business enhancement/development.

B. Coordinate activity of Troy Main Street committees, ensure that communication between committees is well established; assist committees with implementation of work plan items.

C. Coordinate all administrative aspects of Troy Main Street, including purchasing, record keeping, budget development and accounting, business inventory, preparing all reports required by the state Main Street Program and by the National Main Street Center, and assisting with the preparation of reports to funding agencies.

D. Develop and maintain a close working relationship with the City of Troy to ensure that all aspects of the downtown revitalization efforts are compatible with the goals and objectives of the City.

E. Coordinate and participate in ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of Troy Main Street's goals and objectives. Through speaking engagements, media interviews and appearances, keep Troy Main Street highly visible in the community.

F. Assist individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design

consultants; assist in locating appropriate contractors and materials; provide advice and guidance on necessary financial mechanisms for physical improvements.

G. Assess the management capacity of downtown businesses and encourage improvements in the downtown community's ability to undertake joint activities such as promotional events, advertising, special events, and business recruitment. Encourage cooperation between downtown interests and local public officials.

H. 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.

I. Represent the community at the local, state, and national levels to important constituencies. Speak effectively on Troy Main Street's directions and findings. Help build strong and productive working relationships with appropriate public agencies at the local and state levels.

3. Resource Management Responsibilities

The Director supervises any necessary temporary or permanent part-time employees, as well as professional consultants. He/she participates in personnel and project evaluations. The Director maintains Troy Main Street records and reports, establishes technical resource files and libraries, and prepares regular reports for the state Main Street Program. The Director monitors the annual budget through monthly financial reports.

4. Job Knowledge and Skills Required

The Director should have a bachelor's degree and/or experience in one or more of the following areas: public relations, marketing, volunteer recruitment/management, event planning and management, commercial district management, small business development, non-profit administration, fundraising, architecture, and retailing. The Director must be sensitive to design and preservation issues. The Director must understand the issues confronting downtown business people, property owners, public agencies, and community organizations. The Director must be entrepreneurial, energetic, imaginative, well organized, and capable of functioning effectively in a very independent situation. Excellent verbal and written communication skills are essential. Supervisory skills are desirable.

Minimum Requirements

1. Skills and experience meet description above;
2. Bachelor's degree or equivalent experience;
3. Proficient in Social Media, Microsoft Office and Excel;
4. Must be able to work occasional nights and weekends;
5. Must be able to lift 30 pounds.

Application Process

The deadline for submitting an application is August 15, 2014. Please submit a resume, cover letter, and two writing samples to the Troy Main Street Board of Trustees at TroyMainStreetResumes@gmail.com. All submissions must be electronic.

Compensation is commensurate with experience, and does not include medical benefits.