

Main Street Circleville

Executive Director

Job Description

Program Description

The purpose of the Main Street program is to lead a commercial revitalization effort by developing and implementing a strategy for economic development and historic preservation in the downtown business district.

The Executive Director is additionally responsible for:

- Organization of downtown interests in a unified manner working towards the common end objective of revitalization and business development both independently and through partnerships with local stakeholders.
- Analysis, synthesizing, and developing revitalization strategies and recommendations in consultation with the appropriate official, advisory bodies, and entities to coordinate implementation to achieve project goals.
- Research and apply for appropriate funding grants awarded on local, state, and federal levels. Work with the appropriate public agencies at all levels to obtain necessary funding for critical elements of the work programs, i.e. building rehabilitation/restoration and public improvements. Work with local financial institutions to obtain attractive and low-interest financing for the retention, expansion, or recruitment of downtown businesses
- Familiarize public officials, retailers, community groups, residents and property owners, etc. with the nature and orientation of this effort
- Development of ideas and programs designed to assist downtown business and property owners with specific downtown issues and aid in the organization and consensus of how to address and solve those issues while acting as the liaison between the downtown constituency and all entities involved with downtown opportunities, challenges, and solutions
- Collaborate regularly with established economic development groups such as P3, Circleville City Council, Pickaway County Chamber of Commerce, Pickaway County Visitor's Bureau, Pickaway County Community Foundation, etc.
- Implement the Board-approved strategic plan for the implementation of the revitalization and historic preservation of downtown Circleville
- Manage all administrative functions and reporting on a timely basis

Attributes of a Successful Director

- Excellent communication and interpersonal skills
- Sense of entrepreneurship and a self-starter
- Understand and work with all levels of government
- Appreciation of community involvement

Education and Experience

- Education/Experience in at least one of the following areas: historic preservation, finance, public relations, economic development, marketing, planning, business or retail
- Experience in understanding the issues confronting business and property owners, public agencies, and community organizations
- Experience with non-profit fundraising and grant writing

Language Skills

- Superior verbal and written communication skills. Must be able to effectively communicate within large group communications, Board meetings, standing committee meetings, and one-on-one meetings with current and prospective downtown business owners

Certificates, Licenses, and Registrations

- The Executive Director will be expected to be a participating member of all relevant local, state, and national organizations.
- Must have a valid Driver's License

Physical Demands

- The Executive Director will be expected to represent the Main Street organization at functions, meetings, events and programs at the local, state and national levels. Must be able to work evenings and weekends when necessary. The Executive Director must be able to lift 25 pounds. Moderate travel reimbursement will be provided. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Applicants

Email the following to admin@uptowncircleville.org:

- Cover Letter
- Resume
- References
- Salary Requirements