



## Job Announcement

**Title:** Main Street Manager

**Status:** Temporary, Full-Time Position; June 1, 2014-May 31, 2015

**Salary Range:** \$24,000-\$30,000

The Coos Bay Downtown Association (CBDA) is seeking a new Main Street Manager to help this non-profit grow and improve the downtown district in Coos Bay. We're looking for someone who has a passion for small business development, who believes in the strengths of this community, and has the skills to help the Coos Bay downtown district flourish.

*The mission of CBDA is to foster the development of downtown Coos Bay by strengthening local business, encouraging new business, and connecting the community through partnerships. The Coos Bay Downtown Association is committed to promoting Coos Bay as an attractive place to live, work, and visit by continually enhancing the quality life of the downtown area.*

Founded in 1981, CBDA is a small 501(c)6 organization operating under the National Main Street model that centers around four main committees: organization, promotions, economic development, and design. The Main Street Manager will work with volunteers through this four-point framework to enhance downtown Coos Bay for both the businesses operating in the area and the residents who live in the surrounding areas. The Main Street Manager will also help CBDA develop the organizational systems it needs to thrive.

CBDA is part of the Oregon Main Street (OMS) network. CBDA's Main Street Manager will act as our liaison with OMS, maintaining clear communications with the OMS director, attending all OMS events and trainings, and building key relationships with other participating Main Streets.

The ideal candidate will have extensive experience with non-profit administration and prior experience with a Main Street program is a plus. Candidates must possess strong communication skills to coordinate a broad range of political, individual, non-profit, and business stakeholders; have the ability to develop links among established stakeholders' activities and projects to aid in the advancement of Downtown Coos Bay; and have proven abilities in developing and overseeing volunteer-driven committees and projects.

### Responsibilities:

- **Reports to and works in tandem with the Board of Directors;** develops and implements the program mission, vision, goals, objectives, and strategies via an annual work plan based on the Main Street program methodology.
- **Develop and manage the administrative aspects of the program** including: record keeping and file management; budget development and management; report preparation; writing monthly newsletter articles; answering phone calls and emails in a timely manner; maintaining and updating the CBDA website and facebook page.
- **Act as an effective liaison to OMS.** Represent CBDA at all OMS events and trainings, maintain open communication with the OMS director, and maintain accurate programmatic reporting,
- **Recruit volunteers to, and coordinate activities of, the four Main Street Committees** and assist each committee in the development and implementation of its work plan. Participate in committee meetings and serve as the liaison between committees, the Board of Directors, the stakeholders, and media outlets, ensuring that all actions and goals are synchronized.
- **Develop resources.** Work with the Board of Directors to research and develop fundraising activities for the program including identifying private and public funding sources, programs, and potential partners.



- **Represent and market the program at the local and regional levels.** Represent and promote the program with volunteers, the public, funding partners, city, county, and state, and the business owners, landlords and residents of Coos Bay.
- **Maximize coordination between CBDA and other organizations** to build strong, productive working relationships between partners and among all downtown Coos Bay stakeholders.
- **Develop and implement a strong business and attraction and retention program** to identify new businesses and to offer small business owners strategies and seminars to improve their businesses.
- **Spend several hours in the typical week “on the street”** getting to know the business climate and environment as well as addressing individual business owner needs and concerns by directing them to appropriate available resources.
- **Conduct other duties and tasks as defined in conjunction with the Board of Directors.**

### **Qualifications:**

Our next Main Street Manager will ideally:

- Have significant administrative and volunteer management experience in a non-profit setting and have experience working with a volunteer board. (Background with a Main Street program is a definite plus.)
- Have demonstrated experience building and managing budgets and overseeing financial systems.
- Be a self-starter who is entrepreneurial, imaginative, well organized, and capable of functioning effectively in an independent environment.
- Have experience working with local government agencies, media outlets, and business support organizations.
- Have the demonstrated ability to motivate people and coordinate activities in a volunteer-run organization.
- Exhibit excellent written and verbal communication skills.
- Have knowledge of and sensitivity to issues confronting small businesses.
- Possess strong computer skills and experience with Microsoft Office and managing a database; and experience managing websites and social media channels.
- Have the ability to work a flexible schedule, including nights and weekends as required.

### **To apply:**

Applications for this position will be processed through **Cardinal Services** (<http://www.cardinal-services.com/>) under “Main Street Manager”. Please submit a letter of interest, resume and contact information for two professional references to by 5:00pm on April 18, 2014. The letter of interest should reflect your communication skills, experience, values, and passion for downtown Coos Bay, and your interest in the mission and projects of CBDA. Also, include in your letter two or three ideas you have for enhancing downtown Coos Bay.

Qualified candidates will be contacted for interviews, to take place from April 21-May 2, 2014.

To learn more about CBDA, please visit <http://coosbaydowntown.org/>