**McMinnville Downtown Association**

**Manager Job Description**

The manager is the central coordinator of the McMinnville Downtown Association’s Main Street program. The manager also provides a communication link between committees, ensuring that activities in all four points of the Main Street Approach® are synchronized. The manager oversees daily operations of the MDA. He/She is the chief executive officer whose activities are directed by the Board of Directors.

**MINIMUM QUALIFICATIONS**

* Self-motivated, self-starter.
* Team oriented – works well with others.
* Organized – capable of simultaneous multiple tasks.
* Visionary – takes initiative.
* Capable of managing people, time and resources.
* Excellent communicator.
* Strong leader and strategic thinker.
* Knowledgeable about the Main Street Program and Four-Point Approach®

**PRIMARY RESPONSIBILITIES**

* Ensure viability and sustainability of downtown McMinnville, including strategies for maintaining historic integrity of the district.
* Add value to MDA membership.
* Expand membership base; recruitment of new members.
* Supervise the coordination of MDA events, including primary responsibility for sponsorships.
* Report to MDA board to develop vision and strategic plan for the MDA.
* Organize the work flow, MDA staff and committees.
* Oversee the MDA budget, including grant writing, fundraising and sponsorship
* Liaison to City, County, Chamber and MEDP, and Visit McMinnville
* Holds important leadership role in the community
* Attendance at state and national Main Street conferences.
* State and national Main Street reporting requirements
* Along with Board of Directors, drafts MDA policies

**PHYSICAL DEMANDS**

With reasonable accommodation, walk the downtown improvement district and be physically capable of coordinating events and interacting with members and others in the Economic Improvement District on a daily basis and at numerous events. The MDA office is located in a historic building, with access by stairs. Occasional lifting of objects may be required. Some work days and events will require extended working hours.