**Downtown Roseburg Association**

**P.O. Box 2032 ∙ Roseburg, OR 97470**

**Email: capcaplan1@gmail.com**

**Main Street Manager Job Description**

The Downtown Roseburg Association (DRA) is seeking an organized, dynamic, energetic commercial district revitalization professional to lead the Roseburg Main Street Program. This individual is responsible for the coordination and oversight of the Main Street program within the target area. This includes managing the organization’s development, and overseeing the program’s economic development, promotions, and design projects, including oversight of Park-Smart, the downtown parking-enforcement program.

**Position Details:**

This is a part-time position with evening and some weekend work with the potential to become full-time depending on job performance.

Salary Range: initially, $25,000 for part-time and $36,000 - $40,000 for full-time.

**Major Job Elements:**

* **Represent and market the program at the local, state and national levels**. Represent and promote the program with volunteers, the public, funding partners, city, state and federal officials and the business owners, landlords and residents of the target area.
* **In tandem with the Board of Directors, assist, develop and implement the program mission, vision, goals, objectives, and strategies via an annual work plan based on** the National Main Street® program methodology.
* **Manage the administrative aspects of the program** including record keeping, budget development and management; accounting; report preparation; maintaining meeting minutes, records and books; collecting and submitting quarterly reports on the business district’s job/business growth and monetary reinvestment; and motivation and supervision of volunteers, interns and/or consultants.
* **Manage volunteers and coordinate activities of four Main Street Committees.** Assist each committee in development and implementation of its work plan. Participate in committee meetings and serve as the liaison between committees, the Board of Directors, the business district stakeholders, and media outlets, ensuring that all actions and goals are coordinated.
* **Develop Resources**: Work with the Board of Directors to research and develop fundraising activities for the program including identifying private (foundations, corporations, local businesses, individuals, etc.) and public (City, State, National) funding sources, programs, and potential partners. Lead the program in the grant-writing process.
* **Maximize communication between the existing Downtown Roseburg Association and Businesses and other organizations** to build strong, productive working relationships between partners and among all downtown stakeholders**.**
* **Spend a minimum of 5-6 hours per 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.
* **Act as a liaison between business owners and existing business resources to address obstacles to, and opportunities for business success.** Issues to be addressed will include small business loans, transportation and parking, building improvements, licensing and inspections, and would include resources such as the Small Business Development Center, local lending agencies, Chambers of Commerce, and City of Roseburg.
* **Educate property and business owners about the importance of good design** and merchandising and develop a network of consultants to guide in appropriate design and implementation of improvement projects, including historians, architects and contractors. Work with zoning officials to facilitate and streamline process.
* **Coordinate and enhance events, promotions, and advertising strategies** with existing business district organizations, the City, community groups, etc., to maximize the community image and retail opportunities.
* **Conduct oversight and management** of the Park Smart program, which is a parking enforcement service under contract to the City of Roseburg.
* **Conduct other duties and tasks as defined by the Board of Directors in the future.**

**Reports To**: Board of Directors via the President of the Board.

**Area of Major Time Commitment:**

Downtown Manager Work Plan Implementation (Project Management) 23-35 hours/week at full-time

Meetings with Downtown Stakeholders 6-10 hours/week at full-time

Meetings with DRA Volunteer Committees 2-6 hours/week at full-time

Organizational Development 5-10 hours/week at full-time

Management and Operations 5-10 hours/week at full-time

**Qualifications:**

The successful candidate should have at least four (4) years education and/or experience in one or more of the following areas: community development, historic preservation, small business development, public relations, promotions and special event management, volunteer or nonprofit administration. Successful applicant must understand issues confronting downtown business people, property owners, public agencies, and community organizations.

* Ability to delegate responsibilities effectively and motivate volunteers is essential.
* Excellent public speaking, interpersonal, time management, organizational, consensus-building and media relations skills.
* Strong written and oral communication skills.
* Experience in grant-writing process preferred.
* Strong computer skills using Microsoft’s Office Suite (Word, Excel, Access and PowerPoint).

Please submit cover letter, resume, and three professional references no later than 3 p.m., January 27, 2017 to capcaplan1@gmail.com or by mail to:

Downtown Roseburg Association

Attn: Search Committee

P.O. Box 2032, Roseburg, OR 97470

Thank you for your interest.