



Executive Director (Job Description) - Alberta Main Street

Salary Range: \$50,000 - \$70,000

Overview

The Executive Director coordinates activity within a Main Street revitalization program using historic preservation as an integral foundation for economic development. The Executive Director is responsible for the development, conduct, execution and documentation of the Alberta Main Street (AMS) program. The Executive Director is the principal person responsible for coordinating all program activities locally as well as representing the community regionally and nationally as appropriate.

Job Duties and Responsibilities

- Develops, in conjunction with the AMS board of directors, strategies for economic development through historic preservation utilizing the community's human and economic resources. Becomes familiar with all persons and groups directly or indirectly involved in the neighborhood commercial district. Is mindful of the roles of various interest groups. Assists the program's board of directors and committees in developing an annual action plan focused on areas including: design, promotion, organization, equity and inclusion, and economic restructuring.
- Develops, in conjunction with the AMS board of directors, strategies for fundraising and implements efforts such as grant writing and event coordination.
- Utilizes the Main Street® format, develops and maintains data systems to track the process and progress of the local program, including economic monitoring, information on job creation and business retention, and photographic documentation of physical changes to individual buildings.
- Develops and conducts ongoing public awareness and education programs designed to enhance appreciation of the District's architecture, social history, and other assets and to foster an understanding of the program's goals and objectives. Keeps the program highly visible in the community through speaking engagements, media interviews and public appearances.
- Ensures equity in Alberta Main Street's programs and practices and prioritizes access and participation for underserved communities.
- Manages all administrative aspects of the program, including purchasing, record keeping, budget development and accounting. Prepares all reports required by the local Main Street® Program and by the National Trust Main Street Center. Assists with the preparation of reports to funding agencies and supervises part-time employees and consultants.
- Coordinates the activities of the AMS program committees, ensuring that communication between committees are well established, and assists committees with implementation and completion of work plan items.
- Encourages a cooperative climate between District interests and local public officials.
- Helps build strong and productive working relationships with appropriate public agencies at the local and state levels.



Job Knowledge, Education, and Skills

- High School Diploma (or equivalent); Bachelor's Degree preferred; Master's Degree a plus
- The Executive Director should have education and/or experience in one or more of the following areas: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development.
- The Executive Director must have a demonstrated commitment to promoting equity and inclusion.
- The Executive Director must be sensitive to design and preservation issues.
- The Executive Director must understand the issues confronting business people, property owners, public agencies and community organizations.
- The Executive Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation.
- Excellent verbal and written communication skills are essential.
- Supervisory skills are desirable.
- The Executive Director should have solid working knowledge of Microsoft Outlook, Excel, and Word (and/or Google Tools).

About Alberta Main Street

Alberta Main Street advances efforts to develop Alberta Street as a vibrant, creative, equitable and sustainable commercial district serving residents and visitors to our community.

As a Main Street America™ Accredited program, Alberta Main Street is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

Alberta Main Street is one of 10 semifinalists for the National Main Street Center's 2019 Great American Main Street Award.

Application

Materials requested: Please send a resume and cover letter to James Armstrong, Alberta Main Street Board President at admin@albertamainst.org

Deadline: Applications will be reviewed on a rolling basis through Friday, September 14th, 2018

Questions? Please contact James Armstrong, Alberta Main Street Board President, admin@albertamainst.org, (503) 683-3252