



Lebanon Downtown Association Position Main Street Manager

Part time Exempt Position; \$25.00 per hour.

The Lebanon Downtown Association are accepting applications for the position of Main Street Manager. The Main Street Manager is responsible for planning, organizing, and directing the daily activities and operations of the Lebanon Downtown Association. The manager is responsible for analyzing, synthesizing, and developing revitalization strategies and recommendations in consultation with the appropriate official and advisory bodies and coordinating their implementation to achieve project goals. There are four general work elements that guide this approach to downtown revitalization:

- Organization of downtown interests in a unified manner working towards common end objectives
- Approaching historic preservation and design issues, a means to create or preserve an attractive and sympathetic physical setting and using proper preservation techniques
- Coordination of promotional activities to attract new economic life and develop new vigor in the community.
- Structuring of economic opportunities through reuse of existing buildings and underutilized space, attracting new business opportunities and development of viable marketplace enterprises.

The following are minimum desired qualifications:

- At least two years' experience managing a Main Street program, Urban Renewal Agency, Visitor Information Center, Chamber of Commerce, merchant or business association, economic or community development initiative, or relevant experience.
- Experience in one or more of the following areas: business/economic development, city/urban planning, marketing, historic preservation, community organizing, or volunteer management
- Proven successful experience in nonprofit administration or leadership.
- Familiarity with the Main Street Approach® to downtown revitalization
- Experience and interest in fundraising; especially working with a board of directors to develop and implement successful fundraising strategies.
- Experience fostering and maintaining strong relationships with civic leaders and a variety of community stakeholders.
- Experience managing and motivating volunteers.
- Tech-savvy with a facility in MS Office applications, Dropbox, social media, website content management, and ability to troubleshoot basic IT issues.
- Outstanding communication skills and the ability to communicate effectively with a wide variety of stakeholders.
- Bachelor's degree is preferred, though experience in program development and fundraising may be considered in lieu of a degree.

Please contact Dr. Jeannie Davis at (541)570-8102 for application or email Dr. Davis at Jldavis@westernu.edu

