



Main Street Bernardsville Executive Director Job Description

Work Objectives

The Main Street program executive director coordinates activities within a downtown or commercial district revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. He/she is responsible for the development, conduct, execution, and documentation of the Main Street program.

The program director is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate. In addition, the program director should help guide the organization as its objectives evolve.

The director should carry out the following tasks:

- Coordinate the activity of the Main Street program 4 point teams (Design, Economic Vitality, Promotions & Organization, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items, such as coordinating event details, working with project contractors, executing on business support activities and more.
- Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies, and supervising employees or consultants.
- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of the Main Street program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels.
- Utilizing the Main Street program format, develop and maintain data systems to track the progress of the local Main Street program. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.
- Represent the community to important constituencies at the local, state, and national levels. Speak effectively on the program's directions and work, mindful of the need to improve state and national economic development policies as they relate to commercial districts.

Resource Management Responsibilities

- The program director maintains local Main Street program records and reports, establishes technical resource files and libraries, and prepares regular reports for the state Main Street program and the National Main Street Center.
- The program director monitors the annual program budget and maintains financial records. As well as manages fundraising efforts led by the Board of Directors.
- The director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills are essential. Supervisory skills are desirable.

This is a part-time position whose responsibilities and time commitment vary from one week to the next. Main Street Bernardsville is open to filling the position with either a consulting association manager or a part-time employee.

- Average Weekly Hours: 25, with meetings and events included and/or adjusted accordingly
- Hourly rate: \$20 - \$26/hr based on experience

Send a resume and representative sample of work to jobs@mainstreetbernardsville.org.