

JOB DESCRIPTION

Job Title: Executive Director, Downtown Painesville Organization
Reports to: President of Downtown Painesville Organization
Status: Full-Time, Salary

SUMMARY

The Executive Director is the principal on-site staff person charged with developing, organizing, implementing and documenting the main street approach in the downtown Painesville area. They will coordinate all project activities associated with the downtown revitalization program to promote economic development. They will be the face of the Downtown Painesville Organization and must promote positivity and maintain strong relationships with board members, volunteers, community, local businesses and the City of Painesville. They must accomplish goals and objectives of the annual work plans.

ESSENTIAL DUTIES

- Coordinates the activities of the Main Street program committees (Design, Economic Vitality, Organization, and Promotions)
 - Ensuring that communication between committees is well established
 - Assist committees with implementation of work plan items (i.e. membership development, fundraising, etc.)
 - Communicates outcomes to DPO board and community
- Manages all administrative aspects including but not limited to:
 - Maintaining data system for record keeping, purchasing, preparing reports, documenting all physical changes, retaining information on job creation and business retention
 - Submitting required information timely to Heritage Ohio on a monthly basis as well as attending required trainings and meetings required for accreditation.
 - Supervising interns, volunteers and/or consultants when appropriate
- Notifies Board immediately of any deadline not met and plan to meet new deadline
- Develops strategies for downtown economic development.
 - With the committees and Board of Directors creates an annual action plan focused on these four areas: design, promotion, organization, and economic restructuring
- Develops and conducts public awareness and education programs
 - Through speaking engagements, media interviews and appearances, keeps the program highly visible
 - Provides advice and guidance to individual tenants or property owners regarding property improvements
- Provides advice and information, assesses and encourages events – marketing, special events, business recruitment, parking management, beautification, etc.
- Helps build strong, productive working relationships with appropriate public agencies at the local, regional, state, and national levels
- Coordinates, recruits and maintains an active volunteer force
- Participates in appropriate community organizations
- Actively engages businesses and community members for sponsorship opportunities
- Manages competing deadlines
- Other duties as assigned

JOB SKILLS REQUIRED

- Dynamic self-starter
- Problem solving
- Supervisory skills desirable
- Excellent oral and written communication skills
- Marketing or advertising skills highly desirable
- Knowledge of downtown public and private issues
- Good organizational skills
- Historic preservation skills desirable

- Experience in administrative management
- Grant writing skills highly desirable
- Public speaking skills

JOB KNOWLEDGE REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Executive Director should have education and/or experience in one or more of the following areas: marketing, fundraising, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. The director must be sensitive to design and preservation issues. The director must understand the issues of downtown business people, property owners, public agencies and community organization and respond accordingly. The director must be entrepreneurial, energetic, creative, well organized and capable of functioning effectively in a very independent situation. Basic mathematical and computer skills are essential. Excellent communication skills, including verbal, written and public speaking are desired as well as interpersonal skills, including coalition building, ability to build relationships with diverse populations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, talk, hear. The employee is frequently required to sit and use hands to find, handle or feel. The employee may be required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision required by this job includes close vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have a valid driver’s license.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. General office environment

This job description does not list all the duties of the job. You may be asked by executive committee to perform other instructions and duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The executive committee has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

I have reviewed the above job description and understand the requirements of this position.

Please check one:

- I am capable of performing all of the job requirements of this job.
- I am capable of performing the requirements of this job if accommodations were made.
(If you checked this area, please complete the request for accommodation form.)
- I am capable of performing one or more of the requirements of this job with or without accommodations.
(If you checked this area, please list the job tasks you cannot perform, with or without accommodation.)

Signature of Employee or Applicant

Date

Please fill out all information, and send resume and cover letter to info@mainstreetpainesville.org

The Downtown Painesville Organization is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Downtown Painesville Organization makes hiring decisions based solely on qualifications, merit, and business needs at the time.