



Laramie Main Street Job Opening: Executive Director

OVERVIEW OF POSITION:

The Executive Director will promote downtown activities, educate businesses, serve as a listener, collaborator, clearinghouse, visionary, facilitator, and coordinator based on the Four-Point Approach (organization, promotion, design, and economic restructuring) of the Main Street Program. The Executive Director will encourage public awareness of the program activities and act as a liaison to all committees and partner organizations. The Director will serve as a full-time advocate for the downtown as an authority and single source for information, resources and activities related to the revitalization initiative.

REPORTING LINES:

The Executive Director will be principally accountable to the President/Chairman of the Board of Directors and secondly to the Board of Directors.

JOB DESCRIPTION:

Coordinates all project activities within the downtown revitalization program to promote economic development and historic preservation. Represents the community locally, regionally, and nationally.

JOB RESPONSIBILITIES:

- Coordinates the activities of the Main Street Program committees.
- Manages all administrative aspects of the Program, including developing and maintaining an appropriate data system for record keeping, developing and monitoring budgets, accounting, purchasing, preparing reports, documenting all physical changes, retaining information on job creation and business retention, and all other office activities.
- Supervises support staff, consultants, interns and volunteers.
- Develops strategies for downtown economic development and historic preservation. With the committee and Board of Directors, creates an annual action plan focused on the Four-Point Approach of the Main Street Program.
- Develops and conducts public awareness and education programs.
- Provides advice and guidance to individual tenants or property owners regarding physical improvements and business enhancements.
- Provides advice and information, assesses and encourages joint involvement in the downtown community's promotional events-advertising, uniform store hours, special events, business recruitment, parking management, etc.
- Advises and assists in efforts to attract people and businesses downtown
- Helps build strong, productive working relationships with appropriated public agencies at the local and state levels.

- Coordinates and recruits an active volunteer force.
- Participates in appropriate community organizations.
- Writes grants and assists in raising operational funding.
- Helps build strong, productive relationships with and between partners such as the City of Laramie, Laramie Economic Development Corporation, Albany County, the Wyoming Business Council, the Laramie Area Chamber Commerce, the Downtown Laramie Business Association, the Downtown Development Authority, and the University of Wyoming.

MINIMUM REQUIREMENTS:

- Excellent oral and written communication skills.
- Ability to work with a variety of individuals and organizations, and to work toward consensus among people of diverse backgrounds.
- Dynamic self-starter.
- Excellent organizational skills.
- Experience in administrative management.
- Strong computer skills, including word processing and spread sheet applications.
- Knowledge of downtown public and private issues.

PREFERRED QUALIFICATIONS

- Experience with Main Street programs.
- Small business management experience, with the ability to evaluate downtown business operations and provide assistance and advice when requested.
- Experience recruiting and managing volunteers.
- Professional and/or academic economic development experience.
- Marketing or advertising experience.
- Historic preservation knowledge.
- Experience working with or on boards or commissions.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a BS or BA degree preferred. Three to five years experience in community development, business economics, retailing, marketing and/or promotion, or downtown development preferred. Any equivalent combination of education and experience may be substituted.

COMPENSATION

Hiring range is \$40,000 to \$48,000. Benefits include two weeks of vacation in the first year, paid holidays, and a monthly stipend for insurance.

HOW TO APPLY

Mail or email a resume, a list of three references, and a letter (no more than two pages long) describing your strengths and accomplishments as they relate to the job requirements and preferred qualifications to: Cara Griffin, Laramie Main Street Program, PO Box 1250, Laramie, WY 82073 or mainstreet@laramiewy.org. Applications will be accepted through December 17, 2008.