



Executive Director, Downtown Partners, Inc. (A Main Street Iowa Partner)

Position Objectives

The DPI Main Street Executive Director coordinates activity within the downtown revitalization program utilizing Main Street America's Main Street Approach™ as an integral foundation for community economic development. He or she is responsible for the development, conduct, execution and documentation of the Main Street program. The executive director is the principal onsite staff person responsible for coordinating all program activities locally, as well as representing the community regionally and nationally as appropriate. The DPI Main Street Executive Director facilitates and coordinates the efforts of the local Downtown Partners Inc. Main Street program Board, committees, volunteers and oversees daily operations.

Key Responsibilities

1. Develop, along with the Downtown Partners Board, and key stakeholders a vision and revitalization strategy for Downtown Burlington.
2. Develop and implement an annual plan for the enhancement and growth of downtown.
3. Promote Downtown Burlington, in conjunction with the board and organization committees to both internal and external stakeholders.
4. Manage administrative aspects of the program
5. Lead and be highly visible at events that are key to the promotion of success and growth in the Downtown.
6. Maintain compliance with the requirements of Main Street Iowa.
7. Coordinates volunteer committees necessary to implement the strategies adopted for Downtown improvement.
8. Provides direct assistance to business and property owners with business and property improvement projects with special attention to historic preservation.
9. Partner with public and private interests to foster revitalization of the Downtown.
10. Helps build productive relationships with appropriate public entities
11. Encourages a cooperative climate within the downtown area and with other community organizations
12. Develops and maintains a data system to track the progress of the local program
13. Leads fundraising efforts
14. Assures implementation of Main Street best practices of governing principles and procedures
15. Prepare periodic progress reports for the Board of Directors and prepare an annual summary of achievements for the Board of Directors and stakeholders.
16. Assist in development of a budget for Downtown Partners and monitor expenditures to comply with budget constraints.

Important Characteristics

1. Public Speaking Skills
2. Desire to succeed and meet or exceed planned expectations
3. Outstanding presentation and written communication skills
4. Ability to sell ideas and community attributes
5. Effective team member
6. Self-starter
7. Creative, idea person
8. Skilled in social media, computer, and website use
9. Marketing and promotion skill
10. Organized and able to gather input to formulate and implement effective plans
11. Willingness to be active and visible in the community
12. Willingness to become well versed in the Main Street 4 Point Approach and to work toward developing skills as a downtown management professional
13. Grant writing experience, or willingness to learn

Key Relationships

1. Staff and Volunteers
2. Community leaders
3. Regional partners
4. State personnel
5. Vendors
6. Business owners and managers
7. Prospective businesses

Job Parameters

1. Position will be full-time and salaried
2. Extensive travel will be required
3. Work hours will sometimes be irregular, and may include evenings and weekends.
4. Must be willing to participate in professional development activities.
5. Person must be able to lift 40 lbs.

Classification

Exempt Full Time

Supervisor

President and CEO