



Main Street Ozark Executive Director Job Description

Position Overview

The Main Street Executive Director will supervise, direct, and administer the day to day business and management Main Street Ozark. This includes the implementation of policies and procedures, program development, financial management, marketing, and downtown business/property owner and community relations.

The Executive Director coordinates activities, within the downtown revitalization program, that utilize the Main Street Four Point Approach as an integral foundation for downtown economic development. The Executive Director is responsible for the development, conduct, execution and documentation of the Main Street program. The Executive Director is the principal staff person responsible for coordinating all program activities and volunteers, as well as representing the community locally, regionally and nationally as appropriate. In addition, the Executive Director should provide guidance as the organization's objectives evolve.

The Executive Director acts as the Managing Officer of Main Street Ozark, subject to the direction of the Main Street Ozark Board of Directors.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

1. Provide leadership in the implementation of the Main Street Four Point approach to Downtown Revitalization and coordination of Main Street Ozark.
2. Serve as the primary spokesperson and represent/advocate for Main Street Ozark's mission, programs, and resources through external communication (social media, emails, press, etc.) meetings, and one on one conversations.

3. Partner and serve with various organizations and attend a variety of meetings and committees in addition to the Main Street Ozark Board of Directors meetings.
4. Build strong public-private partnerships with businesses, property owners, and local organizations.
5. Develop and implement strategies with the Economic Vitality Committee for business retention, recruitment, and economic growth with grants, loans, and tax incentives.
6. Lead and/or support fundraising efforts, sponsorships, and events with the Promotions Committee.
7. Lead and/or support design and beautification efforts of downtown with the Design Committee.
8. Oversee Main Street Ozark operations and maintain financial stability with the Organization Committee.
9. Support the Ozark Area Depot Museum with payroll of the Director, volunteer recruitment, tax reporting, etc.
10. Maintain active 501(c)(3) status and to ensure compliance with Main Street Ozark By-laws and City of Ozark and Main Street Arkansas contract requirements.
11. Ensure Main Street Ozark meets state (Main Street Arkansas) and national (Main Street America) accreditation, legal compliance, and training requirements.
12. Prepare all reports required by the City of Ozark, Main Street Arkansas, and Main Street America.
13. Maintain the database system required by Main Street Arkansas to track the process of the revitalization efforts, including documentation of job creation, business recruitment and retention, vacancy rate, reinvestment statistics, economic monitoring, individual business and building files, and contacts.
14. Maintain Main Street Ozark's electronic database and files regarding agendas, meeting minutes, financials, ballots, correspondence, work plans, etc. to ensure transparency and communication with the Board of Directors.
15. Other related duties may be assigned.

Knowledge, Skills, and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate the essential functions of the job can be performed.

1. High school diploma or equivalent.
2. Proficient in Microsoft and Google applications, Canva, Facebook, website management, databases, etc.
3. Ability to travel for various meetings and trainings.
4. Ability to manage multiple projects, build partnerships, and work independently.
5. Ability to work in a fast-paced environment and is able to meet deadlines and work effectively under pressure while prioritizing goals and tasks.
6. Strong problem-solving and decision-making skills.
7. Ability to respond to inquiries or complaints from citizens, regulatory agencies, city officials, and members of the business community.
8. Commitment to Diversity, Equity, and Inclusion.
9. Must possess effective interpersonal skills, including conflict resolution skills.
10. Ability to work with a wide variety of internal and external customers, citizens and officials.
11. Display a high degree of sound business judgment and ethical conduct.
12. Ability to maintain harmonious and effective working relationships with board members, peers, volunteers, and other organizations.
13. Strong verbal and written communication skills and comfortable with public speaking.

Required Licenses or Certificates

Must possess a valid Arkansas driver's license.

Physical Demands and Working Conditions

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.

Physical requirements include but are not limited to:

- Occasional lifting/carrying 10+ pounds.
- Visual acuity.

- Speech and hearing.
- Hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform essential functions.
- Working conditions are both indoors and outdoors with both evening and weekend work required on occasion.