



Job Title: Rutherfordton Main Street Manager

Effective Date: Immediate Upon Hire

Reports to: RTR Board of Directors & Rutherfordton Town Manager

Job Summary:

Rutherford Town Rising (RTR) is a 501c3 organization dedicated to leading and preserving the unique character of the historic downtown while developing and enriching assets that promote economic vitality, a sense of community, and quality of life. Working in partnership with local government, businesses, the North Carolina Department of Commerce, and other agencies, and through the dedication of our board members and volunteers, RTR works to provide our businesses with the support, programming, and promotional assistance they need to succeed and the vision to help our town flourish.

The executive director is hired by the Town of Rutherfordton to manage the day-to-day operations of Rutherford Town Rising. The executive director will execute the strategic directions identified by the RTR Board of Directors and provide the daily management of RTR. The Director further is responsible for the operations of the Bechtler Heritage Center. The position will require at least 24 hours of work per week for the organization.

Duties and Responsibilities:

- Obtaining required knowledge/training and utilizing resources to execute the Main Street Program. This will include attending the following Main Street training and events:
 - Annual North Carolina Main Street Conference
 - Main Street Orientation
 - North Carolina Main Street Basic Training for Organization, Design, Promotion, and Economic Vitality
- Representing Rutherford Town Rising as a liaison to the Downtown business community and being an advocate for the organization.
- Familiarizing themselves as a resource for information for downtown businesses and effectively foster an open and trustworthy rapport with owners, tenants, and businesses.
- Responding to communications by phone, email, mail, social media, and online messages for RTR in a timely manner
- Working with the board president to prepare the agenda for monthly board meetings
- Promoting a positive image of the organization

129 N Main Street Rutherfordton, NC 28139 (828) 447-1240 rtrinc@rutherfordton.net

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- Working with the board on the organization's plan of work and helping develop short-range objectives to meet the goals of the plan of work
- Managing the operations of the Bechtler Heritage Center and leveraging this asset to assist Downtown businesses and business activity.
- Assisting the town in submitting monthly reports to North Carolina Rural Center and North Carolina Department of Commerce
- Preparing and sending periodic emails on RTR events, monthly business spotlights and other town activities
- Working collaboratively with RTR and the Town of Rutherfordton to perform professional, promotional, and consultative work in administering the Main Street Program
- Working with the Town Manager and Community Development Director on other duties and events that are aimed at Downtown and Business growth.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

High school diploma or equivalent.

At least two years of related experience required.

Current human resources and/or compensation credentials or certification preferred.

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