

# **South Dakota Avenue-Riggs Road Main Street Program**

## **Executive Director**

### **Job Description**

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#### **Position Overview**

The Executive Director is the lead champion, visionary, and implementer of the South Dakota Avenue-Riggs Road Main Street Program in the Riggs Park and Manor Park commercial corridors. This position is responsible for the activities required by the South Dakota Avenue-Riggs Road Main Street grant awarded by the District Department of Small and Local Business Development (DSLBD). The Executive Director will help guide the organization as its objectives evolve.

#### **Essential Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assist the Board in developing South Dakota Avenue-Riggs Road Main Street Program economic development strategies
- Carry out activities identified in South Dakota Avenue-Riggs Road Main Street Program Work Plan in accordance with budget
- Develop fundraising plan for identified activities
- Develop and maintain volunteer base
- Coordinate the activity of the South Dakota Avenue-Riggs Road Main Street Program Board and Committees
- Develop and Maintain good working relationships with stakeholders involved in the Main Streets Program as well as appropriate local and federal agencies.
- Manage administrative aspects of the South Dakota Avenue-Riggs Road Main Street Program, including all compliance activities and required reporting by DSLBD
- Assist individual business tenants and business property owners with physical improvements projects
- Develop and maintain effective strategies to communicate Program mission and effectiveness

#### **Essential Knowledge, Skills, Abilities and Minimum Qualifications**

- Demonstrate an entrepreneurial spirit
- Bachelor's degree in related appropriate field
- 3-5 years of experience in a responsible position involving similar job duties
- Be sensitive to design and preservation issues and must understand the issues affecting the Riggs Park and Manor Park neighborhoods, businesses, residents, property owners, public agencies, and community organizations
- Knowledge of basic business management procedures and practices to understand the financial operations within budget and policy guidelines

- Experience with grant writing and non-profit fundraising, including corporate membership campaigns, sponsor solicitations, institutional supporters and individual donors
- Skill in the use of Microsoft Office software for word processing, spreadsheet, email communication, database, power point for report and presentation purposes and in the use of web page software
- Skill in developing and using effective written and oral communication, social media, public relations and community promotion techniques to a diverse audience
- Skill in building and maintaining effective working relationships with community stakeholders
- Be well organized and meet deadlines
- Be a self-starter, capable of working independently and within teams

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working hours of this position are non-traditional with the expectation of participating in the evening and on the weekends when activities and meetings are scheduled.

While performing the duties of this job, the employee is regularly required to communicate with others in person, via email, and on the telephone. The employee is frequently required to create and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand; walk; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move items of light to moderate weight.

While performing duties of this job, the employee usually works in a business office setting. There are occasional times the employee will be required to work outside during any season of the year. The noise level in the work environment is usually low, but dependent on location, it can range from moderate to high.

### **Selection Guidelines**

Formal application; rating of education and experience; oral interviews; performance task; and reference and background checks.

**HOW TO APPLY: Submit a cover letter and resume to [SouthDakotaRiggsMainStreet@gmail.com](mailto:SouthDakotaRiggsMainStreet@gmail.com) with “Application SDA-Riggs Road Main Street ED” in the subject line. Applications may be submitted in Microsoft Word or pdf format. The deadline to apply is 5:00 pm on January 14, 2019.**

*The South Dakota Avenue Riggs Road Main Street Program does not discriminate on the basis of race, sex, color, national origin, gender identity, sexual orientation, religion, age, disability, or any other legally protected status in employment or the provision of services.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the South Dakota Avenue Riggs Road Main Street program as the needs of the employer and requirements of the job change*