



## Interim Executive Director Job Description

The Interim Executive Director (ED) of Main Street Marion coordinates the program of work for our organization. Our mission is to promote and stimulate the downtown Marion economy and we do this through the work of an active board, committees, and community volunteers. The role of the ED is to ensure that this work continues smoothly and is communicated throughout our community. Economic and community development for downtown Marion is the end goal. The programs and activities we do within downtown Marion hope to bring more people with spendable income to the downtown district and enhance the quality of life through beautification efforts, entertainment and events in downtown Marion. The ED functions as the program manager for the Main Street Marion program and reports to the president of the board of directors. The ED is the principal on-site staff person responsible for coordinating our strategic plan to our committees and volunteers to achieve the projects and activities in our committee work-plans. The ED functions as the face of our organization and assists us in achieving our goals working towards our cause for downtown Marion. This position is a part-time employment position that carries an average of 20 hours per week to receive a \$12,000 annually.

### **Full range of duties to be performed:**

- Primary contact person.
- Work with committee chairpersons to coordinate objectives in committee work-plans
- Ensuring that communication between committees is well established; assist committees with annual development and implementation of work-plan.
- Manage administrative aspects of the Main Street program, including: board packet, record keeping (financial records and notes from meetings), paying bills, answering phone, Emails, (works with our accountant as needed and with organization committee on the fundraising and budgeting aspects).
- Prepare annual report required by the Indiana Main Street Program.
- Network with key partners to keep the program and downtown overall highly visible in the community.
- Administers web content and social media correspondence.
- Work with downtown stakeholders (property and business owners) towards physical improvement projects (works with design committee in doing this as well).
- Direct efforts at business retention, expansion, and recruitment (Economic restructuring committee will work with this as well)
- Market downtown spaces to outside businesses, working with developers and building owners to enhance the quality of retail and commercial businesses (works with economic restructuring committee, promotion committee and local economic development offices).
- Encourage a cooperative climate within groups working toward downtown's growth.
- Works with others in community to write grants and is the main administer for applications submitted through Main Street Marion.

- Work with committees to advise downtown stakeholders on Main Street’s objectives.
- Encourage and help coordinate joint promotional events that attract people to the downtown district and/or earn revenue for the Main Street program (promotion committee will also assist in this work).
- Work with organization committee in fundraising efforts by cultivating funding sources, submitting grant proposals, and administering fundraising records, documentation and thank you notes.
- Supervise any necessary assistants, interns, temporary employees, etc.
- Establishes technical resource (examples of good practices) files and libraries, and prepares regular reports for the board of directors.
- Work with organization committee to produce press releases and maintain good relationships with all media in the region.
- Assist organization committee with writing, editing, and publishing informational and marketing brochures and flyers.
- Establish lasting relationship with OCRA (office of community and rural affairs)/Indiana Main Street community liaison

**The Interim Executive Director should:**

- Learn and maintain working knowledge in the following areas: National Main Street philosophy, four-point Main Street approach, social media applications, historic preservation, grant writing, and economic development.
- Be sensitive to design and preservation issues.
- Be proficient in word processing, spreadsheet applications, and PowerPoint.
- Gain understanding of community needs effecting downtown stakeholders.
- Be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation.
- Proficient verbal and written communication skills.
- Be nonpartisan in that he/she does not publicly support or oppose any political party or candidate.

This job description may be subject to change – duties may be removed or added – as needed to fulfill the needs of the organization and our community. I have read and understand this job description and would like to be considered as an applicant for this position.

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**Signature**

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**Date**