

If you are an organized, detailed-oriented, polished professional possessing the ability to multi-task, while exhibiting creativity, vision, and enthusiasm, then we are looking for you to join our team as the **Director of Community Main Street** in Cedar Falls!

This is your chance to work in one of the region's premier Main Street Iowa communities. It is one of Main Street America's designated Great American Main Streets, and a state of Iowa Cultural and Entertainment District. This is a full-time position with supervisory responsibilities.

The ideal candidate would possess strong organizational skills, community relations experience, project management experience, event execution, and a passion for creating a solid partnership between constituents, community leaders, business owners, and property owners.

This is a full-time position. To apply, submit a Cover Letter, Resume, and 3-4 References via email by April 10th, 2020- cmsdirectorsearch@gmail.com.

Position Title: Director

The Community Main Street Director's roll is to oversee the development, conduct, execution and documentation of the local downtown program; to serve as the principal on-site staff person responsible for coordinating all project activities; to represent the local Main Street program regionally and nationally as appropriate; to help guide current and future strategic direction of the local Main Street program; to fully utilize the Main Street Approach and available resources and networks; and to build relationships with stakeholders (i.e. business and property owners, city and county staff and elected officials). The director will work out of the provided downtown office. Frequent evenings and weekends required.

Reports to: CMS board of directors, through the president

Job Responsibilities:

- Manage all administrative functions: purchasing, record keeping, budget development with the board of directors, accounting and reports
- Supervision of other employees, interns and/or consultants
- Develop, with the board, economic development strategies for the commercial district.
- Assist the board in development of a comprehensive annual work plan focused on the Main Street Four Point Approach.
- Coordinate activities of all committees.
- Assist committees with development and implementation of work plans.
- Coordinate communication among all committees and the board.
- Develop and conduct ongoing public awareness and educational programs.
- Provide guidance to property owners/tenants related to building improvement projects.
- Provide advice and information on successful downtown management.
- Assist in the coordination of joint promotions and events.
- Work closely with local media to insure maximum press coverage.

- Build strong and productive partnerships with public and private entities.
- Develop and maintain relationships with all people and organizations directly and indirectly involved in the commercial district.
- Recruit and train volunteers to assist in Main Street activities and events.

Compensation:

- Salary of \$42,500-57,500, commensurate with experience
- 7 paid holidays
- PTO – 15 days with 1-3 years of service
- 401k contribution – up to 3% match