



P.O. Box 2917
Ormond Beach, FL 32175
Phone: (386) 492-2938

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR

Organization: Ormond Beach MainStreet

Responsible to: Executive Board

Status: Exempt, Full Time

Hours: Regular full-time, with occasional evenings and weekends

Compensation: \$45,000 – 60,000, subject to negotiation based on relevant factors and experience.

ABOUT ORMOND BEACH MAINSTREET

ORMOND BEACH MAINSTREET ("OBMS") is dedicated to growing and enlivening Ormond's core business district along Granada Boulevard between A1A and Orchard Street. This award-winning non-profit is a nationally accredited Main Street organization that supports important initiatives for Historic Ormond Beach; brings new events, art, and entertainment into the district; and engages local small businesses. Founded in 1995, OBMS is a strong advocate for, and partner in, our district's revitalization - supported by members, volunteers and community leaders.

SUMMARY OF POSITION

The Executive Director is responsible for implementing the strategic goals and objectives of OBMS in accordance with the organization's stated mission and the guidelines established by the National Main Street program. The Executive Director enables the Board to fulfill its governance function, provides leadership in effective administration, and leads the staff and volunteers who comprise OBMS and deliver its services.

DESIRED CHARACTERISTICS

- Proven leadership skills. Ability to collaborate effectively with a variety of groups and individuals
- Flexible, adaptable working style. Able to self-manage and work well independently
- Skilled in public speaking, community outreach and effective networking
- Strong financial oversight, fund development and fundraising skills
- Embraces and utilizes technology & social media



www.ormondbeachmainstreet.com



PRIMARY RESPONSIBILITIES

- **Board Administration and Support** – Supports operations and administration of the Board and its committees
- **Program and Project Management** – Oversees and supports the design, marketing, promotion, delivery and quality of programs and projects. Provides quarterly and annual reports to government and other stakeholders.
- **Relationship Management** – Fosters and maintains positive, collaborative working relationships with the City of Ormond Beach staff and leadership, as well as community partners.
- **Events** – Oversees all Ormond Beach MainStreet events, working with staff, Board and volunteers to ensure success.
- **Community and Public Relations** – Develops and conducts on-going awareness and education programs designed to enhance the public's appreciation of the district's merchants, events and other assets. Must work with media partners, manage social media platforms and maintain website.
- **Builds and establishes relationships with District Businesses** – Regularly communicates with district business leaders, property owners and retailers in support of the OBMS mission. Develops programs designed to increase local business participation in Historic Ormond Beach.
- **Strategic Planning** – Supports the development and implementation of an overall strategic plan and vision for the organization with the Board and staff.
- **Fundraising** – Oversees fundraising, planning and implementation to support the annual budget, along with the Executive Committee. Responsible for submitting proposals and administrating fundraising records and documentation. Seeks and implements new ideas to increase OBMS funding.
- **Financial Management** – Works with the Board Treasurer to create and manage organizational budgets and banking. Manages organizational financial resources. Works with bookkeeper and CPA to maintain timely financial records and tax reporting.
- **Staffing** – Manages staff and contractor activities and responsibilities.

QUALIFICATIONS

- Bachelor's Degree or equivalent experience in business or nonprofit management.
- Minimum of 10 years' work experience with at least 3 years' experience in a leadership/management role
- Experience managing a nonprofit organization or small business preferred
- Demonstrated ability to successfully raise funds, increase revenue and meet financial goals
- Technology savvy, including effectively using social media to create awareness of programs and events
- Must be able to work with all personality types, and excel at conflict resolution and problem solving.
- Strong work ethic and drive with a willingness to work a nontraditional work schedule
- Strong communication skills, including public speaking and writing
- Experience working with volunteers preferred
- Physical stamina to personally oversee multiday events and activities

CANDIDATE SUBMISSION PROCESS

Qualified and interested candidates are invited to email your resume, references, any supporting materials and a cover letter addressing why this position aligns with your experiences, skills, professional goals and personal passions. Questions and applications should be emailed to executivesearch@ormondmainstreet.com, with "Exec Director Search" as the subject line.

Applications will be reviewed on a rolling basis



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