**Executive Director**

Main Street Crestview Association

Crestview, FL 32536

**Job details**

**Salary**

**$47,000 plus based on experience and qualifications**

**Job Type**

Full-time

Contract

**Qualifications**

* + Experienced with QuickBooks
	+ Familiar with Microsoft Office Products
	+ Flexibility with work time to work multiple events/festivals throughout the year
	+ Ability to travel throughout the State for mandatory quarterly conferences

## Full Job Description

**Executive Director**

**Employer:**Main Street Crestview Association, Inc. (501(c)(3) Non-Profit)

**Opening Date:**Immediately

**Salary:**?? commensurate to experience

**Benefits:**Paid-Time-Off, schedule flexibility

**\*Please provide a cover letter, resumé, and three references with your application.**

**Employer Description:**

Main Street Crestview Association, Inc. (MSCA) is a 501(c)(3) non-profit organization. MSCA is a chapter of the Main Street America Program, an initiative originated by the National Main Street Center, a subsidiary of the National Trust for Historic Preservation, that focuses on the revitalization of traditional downtowns to enhance the appearance and economic stability of the commercial district, and to cement community pride and quality of life for residents and visitors.

**Position Summary:**

The Executive Director is responsible for the overall administration and management MSCA including programs administration, fundraising, event planning/execution, and administrative and business operations.

The Executive Director must be sensitive to design and preservation issues, must understand the issues confronting Downtown businesses, property owners, public agencies, and community organizations, and must be able to work closely with local government. Some experience in these areas is preferred.

In addition, the Executive Director must be entrepreneurial, energetic, imaginative, well-organized, outgoing, and capable of functioning effectively in an independent environment, using excellent written and verbal communication skills, and supervising staff. Additionally, the Director should be effective at delegating tasks to volunteers and staff, and practice good team-building skills.

This is a full-time position, hired by and directly accountable to the Board of Directors through its elected board President.

**Job Duties:**

The duties to be performed include but are not limited to the following:

· Manage all administrative aspects of MSCA, including purchasing, record-keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies, and supervising employees or consultants;

· Spearhead fundraising efforts and event planning, coordination, and execution for MSCA;

· Develop and implement, in conjunction with MSCA’s Board of Directors, downtown economic development strategies that are based on historic preservation and utilize the community’s human and economic resources;

· Become familiar with persons and groups directly and indirectly involved in the Downtown;

· Assist MSCA’s Board of Directors and committees in developing an annual work plan for implementing a Downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development;

· Maintain a vibrant volunteer program;

· Assist the Board President in planning the agenda for Board meetings;

· Facilitate the orientation of new Board members;

· Staff Board committees as appropriate;

· Attend meetings of the Main Street Crestview Association;

· Attend Crestview City Council and Crestview Redevelopment Agency Meetings as appropriate;

· Work closely with the Crestview City Council, City Manager, Crestview Public Works, and Crestview Redevelopment Agency, and maintain Main Street’s strong relationship with the same;

· Prepare and submit grant applications and funding proposals as appropriate;

· Administer all grants for use in Downtown to ensure success;

· Develop, recommend, and monitor annual and other budgets;

· Ensure effective audit trails and approve expenditures;

· Meet requirements to maintain MSCA’s Florida Main Street designation;

· Maintain records and provide required reports, filings, payments, and responses to applicable federal, state, and city taxing authorities;

· Provide for proper fiscal record-keeping and reporting;

· Submit monthly financial statements to the Board of Directors;

· Operate MSCA in a manner to preserve the organization’s tax-exempt status;

· Maintain communications with Downtown merchants, businesses , the City, and other stakeholders within the Downtown Business District on issues such as event plans and promotional opportunities;

· Visit regularly with existing businesses and property owners for the purpose of discussing issues, concerns and opportunities for increasing business; and

· Regularly and effectively communicate with and report to the Board of Directors.

Particular emphasis will be placed on fundraising, event planning/execution, communication and leadership.

Job Types: Full-time, Contract

$47,000 plus based on experience and qualifications

Benefits:

* Paid time off
* Schedule flexibility
* Professional development assistance

Schedule:

* Monday to Friday normal with flexibility for weekend events

Work Location: One location