



## EXECUTIVE DIRECTOR

### Overview

Founded in 1995, Main Street Greenwood, Inc. is a 501(c)(3) non-profit organization that aims to create an atmosphere within the historic commercial district that both stimulates new growth and enhances the current commercial and residential population. Main Street Greenwood is certified by the Mississippi Main Street Association as a Designated Community and by Main Street America as an Accredited Program. Main Street Greenwood implements a program of work based on the four points of the Main Street Approach—organization, design, promotion, and economic vitality. For more information about Main Street Greenwood, please visit [www.mainstreetgreenwood.com](http://www.mainstreetgreenwood.com).

### Job Description

Utilizing historic preservation as the foundation for downtown economic development, the Executive Director of Main Street Greenwood coordinates revitalization activities within the historic commercial district of Greenwood, Mississippi. The Executive Director is responsible for the development and implementation of an annual plan of work that adheres to the principles of the Main Street Approach. The Executive Director coordinates all activities, budgets, committees and volunteers for Main Street projects and initiatives. The Executive Director represents Main Street Greenwood at the local, regional, state, and national levels. The Executive Director oversees all staff members and reports to the Main Street Greenwood Board of Directors.

### Duties and Responsibilities

- Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, bookkeeping, preparing all reports required by the Mississippi Main Street Association and Main Street America, preparing reports to funding agencies, and supervising employees or consultants as necessary.
- Maintain a balanced budget for operations and all promotional events.
- Maintain accreditation the Mississippi Main Street Association and Main Street America by submitting all reports on time, attending required trainings and conferences, and following all guidelines and standards of each association.

- Work closely with the Main Street Board of Directors and committees to maintain an active plan of work to implement visible projects that support the design, economic development, and promotion of downtown Greenwood.
- Work with all members of Main Street Greenwood to continue and expand upon the mission of downtown preservation, promotion, and economic development.
- Develop downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources.
- Develop and implement a creative, eye-catching marketing strategy for Main Street Greenwood. This includes consistent posts on social media and maintaining an up-to-date, active website for the organization.
- Plan, coordinate and execute all promotional activities, including Que on the Yazoo, Rosé the Night Away, Red and Greenwood, and other events.
- Foster collaboration, organization, and cooperation with other Greenwood government entities and non-profits, including the City of Greenwood, Leflore County, the Greenwood Convention and Visitors' Bureau, the Greenwood-Leflore-Carroll Economic Development Foundation, and the Greenwood-Leflore County Chamber of Commerce, among others.
- Other duties as assigned by the Board of Directors.

### **Minimum Qualifications**

- Bachelor's Degree and at least 3 years of results-oriented experience in business administration, public administration, fundraising, event planning, architecture, planning, historic preservation, marketing, public relations, non-profit management, or community development with increasing responsibilities.
- Excellent interpersonal, written, and verbal skills.
- Highly self-motivated, energetic, creative, and entrepreneurial.
- Excellent decision-making, priority-setting, and organizational skills.
- Ability to prepare and explain budgets, plans, and reports.
- Experience with Microsoft Office, social media, file management, desktop publishing, and other relevant software programs.
- Ability to present oneself in a convincing and professional manner and to inspire and generate enthusiasm among community leaders and residents.
- Excellent follow-through and attention to detail.
- Ability to prioritize multiple projects and work within time parameters.
- Ability to work a flexible schedule, including occasional evenings and weekends.
- A strong commitment to and ability to communicate the goals and mission of Main Street Greenwood to a diverse group of stakeholders.

### **EEO Statement**

Main Street Greenwood is an Equal Opportunity Employer. Main Street Greenwood does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, sexual identity, or veteran status. All employment is decided on the basis of qualifications, merit, performance, and organizational needs.

### **How to Apply**

Applicants should submit a cover letter, resume, and list of references via email to [mainstreetgreenwood@gmail.com](mailto:mainstreetgreenwood@gmail.com). The position will remain open until filled, and the first review of applications will begin on **Monday, October 2, 2023.**