



OKEECHOBEE MAIN STREET – EXECUTIVE DIRECTOR POSITION

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Opening Date: August 20, 2018

Closing Date: September 21, 2018

Location

Okeechobee, Florida

Type

Full time

The Okeechobee Main Street program is a non-profit organization devoted to enhancing downtown Okeechobee as the heart beat of the community. Our vision is to help create a successful downtown and enrich our community through celebrating the arts, supporting local businesses, embracing our heritage, preserving our natural environment and promoting quality events which make this an inviting hometown destination.

Job Summary

The Executive Director will supervise, direct and manage the day to day operations of Okeechobee Main Street's 501(c) 3 organization while implementing policies and procedures, development programs, financial management, marketing and community relations. The Executive Director will operate under the supervision of the Board of Directors within a downtown revitalization program, which promotes historic preservation and downtown economic development and the arts through the Okeechobee Main Street Arts & Culture Alliance of Okeechobee County.

Duties & Responsibilities

- Provide leadership in the implementation of the Main Street Four Point Approach to Downtown Revitalization
- Establish and maintain strong relationships within the community and follow up with potential members & sponsors
- Coordinate the activity and communication of the Main Street program committees and assist committee volunteers with the development and implementation of an annual plan of work. Oversee the coordination of Board and committee agenda, meetings, minutes and correspondence
- Effectively communicate information in a consistent, organized method to the Board of Directors and other community organizations
- Manage staff, delegate tasks and oversee administrative aspects of the Main Street program including purchasing, record keeping, budget development, accounting, grant writing, fundraising, strategic planning, preparing all reports required by the state Florida Main Street program and the National Main Street Center.
- Maintain a strong work ethic and a positive attitude while professionally representing Okeechobee Main Street
- Reach monthly, quarterly and annual goals for revenue, sponsorship, grants, membership as defined by the Board of Directors
- Development and promotion of OKMS member benefits. Represent OKMS at board and committee meetings
- Grow and develop a robust OKMS membership base, staff, and program operating income to reach organizational goals and capitalize on opportunities within our community
- Work in coordination with the Main Street Businesses to promote the revitalization of small business within the historic district and program area.
- Increase the awareness of our organization's brand and purpose by attracting people and businesses to the district through promotional events, festivals, and annual programs

Compensation

- Salary commensurate with experience.
- Paid time off (vacation and personal/sick days)

Requirements

- Must be self-motivated, mature and maintain a positive professional attitude and image
- Bachelor's Degree preferred but not required
- Experience working with non-profit organizations, local government, and state agencies preferred

- Knowledge about downtown revitalization, redevelopment, finance, grant programs, sales & marketing
- Knowledge and understanding of the importance of arts & culture in a community
- Successful track record of meeting sales goals/quotas and marketing objectives preferred
- Excellent interpersonal skills with the ability to build and maintain strong professional relationships with community organizations
- Excellent communication skills - written, verbal, and listening
- Enthusiastic about the role Okeechobee Main Street plays in the development & preservation of the downtown historic district
- Maintain a weekly work schedule to be available to the community and function within a flex schedule to meet seasonal work load requirements, maintain local community relationships
- Must possess organizational skills and be detail oriented
- Must have computer knowledge and be skilled in a variety of computer applications including Microsoft Office, Windows, Internet usage and etc.
- QuickBooks knowledge is required. We will train but already experienced will be a plus.
- Must be skilled in all aspects of social media, such as Facebook, Twitter and Instagram
- Must be able to maintain our Website and keep current – training will be provided.
- Ability to work in a team environment and motivate others toward a common goal
- Must be able to organize time and tasks, assess priorities, and maintain self-discipline to follow through in all work assignments.
- Must be an Okeechobee resident
- Must be trustworthy and able to pass a background check.

If you are motivated to succeed and see yourself in this role, please submit your letter of interest and resume to us.

Please email resume to angie@okeechobeemainstreet.org for further consideration. You may also drop off resume in person at the Okeechobee Main Street office; 55 South Parrott Avenue, Okeechobee. Cutoff date is September 21 by 4:00 pm.

Okeechobee Main Street, Inc. is an equal opportunity employer.