



OKEECHOBEE Main Street  
Old Values • New Visions  
*Coming Together*

**We Are Hiring!**  
*Executive* Director

Contact - Angie Griffin  
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### Work Objectives

Okeechobee Main Street [OKMS] program Executive Director works under the direction and in cooperation with the board to coordinate activities within our downtown district, revitalization of historic preservation, downtown economic development and further development of OKMS's Arts & Culture Alliance (local art agency) programs. He/she is responsible for the development, conduct, execution and documentation of the Main Street program.

The Executive Director is the sole staff person that will work with the board in coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate. In addition, the Executive Director should help guide the organization as its objectives evolve.

### Resource Management Responsibilities

The Executive Director supervises any consultants or part-time employees, including Art Center instructors. The Executive Director maintains local Main Street program records and reports, prepares regular reports for the Florida State Main Street program and the National Main Street Center as well as maintaining the organization's social media, website and newsletter. The Executive Director monitors the annual program budget and maintains financial records.

### Job Knowledge and Skills Required

- Must have computer knowledge and be skilled in a variety of computer applications including Microsoft Office, Windows, Internet usage. Adobe Suites or graphic program knowledge is a plus (willing to train)
- QuickBooks knowledge is required. We will train but already experienced will be a plus.
- Must be skilled in all aspects of social media.
- Must be able to maintain our Website and keep current – training will be provided
- Appreciation of Arts & Culture is a plus and must be able to manage the Art Center, working with artists, inventory and retail sales.
- 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
- Okeechobee resident preferred





## Range of Duties to be Performed

The Executive Director should carry out the following tasks:

- Coordinate the activity of Okeechobee Main Street [OKMS] program committees, including the Arts & Culture Alliance programs, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.
- Reach monthly, quarterly and annual goals for revenue, sponsorship, grants, membership as defined by the Board of Directors. Grow and develop a robust OKMS membership base staff, and program operating income to reach organizational goals and capitalize on opportunities within our community. Represent OKMS at board and committee meetings.
- Manage all administrative aspects of OKMS programs, including purchasing, record keeping, budget development, accounting, preparing all reports required by the Florida State Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies and supervising consultants or temporary employees (if under contract). Oversee the coordination of Board and committee agenda, meetings, minutes and correspondence.
- Manage and oversee the Art Center, including retail sales, inventory, artist interaction and framing. Bookkeeping of Art Center entails payment to artists, frame contractors and art instructors.
- Develop, in conjunction with the OKMS program'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 all persons and groups directly and indirectly involved in the downtown. Mindful of the roles of various downtown interest groups, assist OKMS program's board of directors and committee's in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development.
- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of OKMS program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Encourage the community to participate in joint activities such as promotional events, advertising, special events or store hours that coordinate with special events, business assistance and more. Encourage a cooperative climate among downtown interests and local public officials. Work with downtown merchants, foster a positive cooperative relationship with local chamber to help coordinate joint promotional events or activities, work to develop and enhance existing OKMS festivals, art projects and events to encourage downtown business participation. Improve the quality and success of events and attract people to downtown, encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels, and represent the community to important constituents at the local, state, and national levels. Speak effectively on the program's directions and work.
- Salary starting at: \$31,200. (Salary commensurate with experience.)
- Bonus Incentives
- The Executive Director position will be considered a full-time position. With the events and programs of OKMS and their fluctuation, this weekly workload may vary; at times requiring evening and weekend hours, and will be at the discretion of the President and/or Board.
- Paid time off (vacation and personal/sick days)

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

**Email to Angie Griffin - [angie@okeechobeemainstreet.org](mailto:angie@okeechobeemainstreet.org) for further consideration.**

**You may also drop off application in sealed envelope with attention to Angie Griffin at the Okeechobee Main Street office: 111 NE 2nd Street, Okeechobee.**



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