



I. IDENTIFYING INFORMATION

Position Title: Executive Director
Status: Full-Time, Exempt
Reports To: Board of Directors, Executive Committee
Supervises: Executive Assistant

II. OVERVIEW

The Executive Director for Seymour Main Street is responsible for the day-to-day operations of the Seymour Main Street Program, a collaborative effort of downtown businesses, property owners, and interested citizens to promote, preserve, and revitalize the historic central business district of Seymour. Seymour Main Street follows the state and national four-point model based on organization, promotion, design, and economic vitality. Seymour Main Street, Inc. is a 501(c)(3) nonprofit organization.

III. POSITION CONTENT

A. MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Preparing, disseminating, and maintaining timely and accurate agendas, minutes, planning documents, reports, records, and other information required by the Board of Directors, government agencies, funding entities, state and national Main Street organizations, and contractual agreements.
2. Coordinate and support the activities of all standing and ad hoc Main Street committees, helping them to develop and implement local plans consistent with the four-point national model.
3. Managing all administrative aspects of the Seymour Main Street program, including budget development, purchasing, accounting (in cooperation with the Treasurer), program evaluation, and maintenance of an ongoing calendar of meetings and events.
4. Creating and delivering Seymour Main Street's annual invoices and/or fundraising letters; maintaining the organization's donor database.
5. Provide logistical support for current Main Street events and other special events sponsored in whole or in part by Seymour Main Street.
6. Oversee the Executive Assistant's management of all web and social media platforms.

B. OTHER RESPONSIBILITIES

1. Helping build strong working relationships with Jackson County Visitors Center, Greater Seymour Chamber of Commerce, City of Seymour offices, local businesses, and foundations and civic organizations with missions related to the purposes of the Seymour Main Street program.
2. Communicating regularly and effectively to businesses and the general public the advantages, services, programs, and opportunities of the Seymour Main Street program.
3. Securing, assisting, and supervising consultants and volunteers (as needed).
4. Cooperating judiciously with other regional Main Street programs as well as state and national Main Street organizations for the purpose of exchanging information about best practices and/or stimulate mutual beneficial initiatives.
5. Ensuring all requirements are met for continuing recertification of the Seymour Main Street program by the Indiana Main Street Program and the National Main Street Program.

6. Conveying a positive and professional image at all times.
7. Carrying out any other directives of the Board of Directors.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledge of Seymour Main Street program preferred
2. Excellent written and verbal communication skills
3. Ability to meet deadlines
4. Excellent inter-personal skills
5. Excellent organization skills/detail-oriented
6. Self-disciplined with the ability to work independently
7. Strong facilitation skills
8. Strong record keeping skills
9. Ability to prioritize and to be flexible
10. Problem solving skills
11. Strong computer skills to include Microsoft Word and Excel

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. A Bachelor's degree is preferred or a minimum of 5 years related experience.
2. Nonprofit and community service experience preferred

V. WORKING ENVIRONMENT

1. This position may require evening and/or weekend work; therefore, daily hours should be flexible.
2. Reliable transportation is required as travel may be required.

If interested, please submit a cover letter and resume to info@seymourmainstreet.org