

**Mainstreet Piqua, Inc.**  
**Executive Director Job Description**

**POSITION TERM:** Full-time.

**SALARY & BENEFITS:** \$40,000 – 50,000 DOE

Two weeks paid vacation.

PTO and paid holidays.

SEP retirement contribution

Disability Insurance

**WORKING HOURS:** Monday through Friday but will require some evenings and weekends for committee meetings, city commission meetings, and Mainstreet Piqua, Inc. events.

*The Mainstreet Piqua, Inc. Board of Trustees seeks a motivated self-starter with a high level of maturity who is entrepreneurial, energetic, creative, well-organized, and capable of functioning effectively in a very independent situation.*

***Job Description:***

The Executive Director represents Mainstreet Piqua and is expected to develop strong working partnerships with other community organizations, businesses, property owners, government, and other downtown stakeholders.

1. Develop a plan and timeline of work
2. Event planning and recruiting sponsors and partners: Events include Taste of the Arts, Piqua Community Farmers Market, Down a River Down a Beer, Rockin' River Duck Drop, Harvest Days, Christmas on the Green, Downtown Piqua Holiday Horse Parade, Holly Jolly 5k/10k Run, Downtown Piqua Holiday Parade, 12 Beers of Christmas & Third Thursdays.
3. Develop office procedures and manage overhead costs within the approved budget
4. Responsible for hiring and training staff; oversee employees, delegate tasks
5. Help recruit volunteers and assign duties as necessary
6. Grow the donor base and other potential revenue streams
7. Act as a sounding board for local business concerns and ideas
8. Survey and address business and community program needs, develop and oversee program implementation, measure program effectiveness
9. Work with local government, business, and other organizations to encourage economic development in Piqua

10. Participate in economic development, quality of life issues, and committees as guided by the Board
11. Create materials and events to heighten quality of life for locals, tourism, revitalization efforts, retention and expansion programs
12. Attend Mainstreet Piqua Board of Trustee meetings
13. Promote and market downtown Piqua including a) updating the website regularly b) posting at least 3 times a week on Facebook and other social media sites c) writing press releases d) posting events on websites e) coordination of seasonal deadlines f) creating ads and promotional materials g) proofing all media
14. Greet visitors and answer phone, in conjunction with other office staff
15. The Executive Director manages all financial aspects of the association, including forecasting, funding strategies, and accounting, including purchasing, record keeping, and budget development. Maintain financial records and make sure all taxes and filings are complete and submitted on time. (Mainstreet Piqua used a payroll service.)
16. Prepare financials, manager's report and agenda for the Board meetings
17. Search and apply for appropriate grants for projects in downtown Piqua
18. Work in the field by visiting business owners and other downtown stakeholders.
19. The Executive Director is expected to travel to quarterly Heritage Ohio trainings throughout the state and to gain a deeper understanding of the four-point approach of the National Main Street Center.
20. Prepares all reports required by the state Main Street Program and National Main Street Center.
21. Maintain regular and consistent office hours.
22. Develop and conduct the ongoing public awareness and education program designed to enhance appreciation of the downtown architecture and other assets. Foster an understanding of the downtown development program's goals and objectives through speaking engagements, media interviews, and appearances, while keeping the downtown highly visible in the community.
23. Supervise any necessary temporary or permanent employees, as well as professional consultants.
24. Other duties as assigned by the Board

To apply, please email a cover letter, resume, and three references in PDF format to [info@mainstreetpiqua.com](mailto:info@mainstreetpiqua.com). We recognize that many transferable skills from other experiences may be relevant, and we encourage applicants to highlight those in the cover letter and resume.

The cover letter should include preferred salary requirements.

Deadline for resumes and cover letter will be 5 p.m., Monday, October 2, 2023.

Emails only, no phone calls, please. We will contact applicants whose qualifications best match the position requirements.

*The following criteria are desired in a candidate but not required:*

- Proven successful experience in nonprofit administration and/or leadership.
- Outstanding communication skills and the ability to communicate effectively with various stakeholders.
- 2+ years' experience in fundraising and/or grant writing and grant management.
- Experience planning community events and/or executing marketing campaigns with great detail.
- Experience directly managing a team of volunteers.
- Established business acumen and developed professional writing skills.
- Intermediate to advanced knowledge of MS Office applications, social media, website content management, and ability to troubleshoot fundamental IT issues.

*Mainstreet Piqua, Inc. is an equal opportunity, affirmative action employer committed to a diverse workforce. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.*