# Executive director

**OVERVIEW:**

Angola Main Street is a 501(c)3 non-profit organization that was founded in 2017. Since that time the organization has worked to spearhead revitalization of the downtown area. Angola Main Street is one of sixteen nationally accredited Main Street programs in Indiana and is aligned with the State of Indiana’s Office of Community and Rural Affairs Main Street Program, the National Main Street Center and the National Trust for Historic Preservation.

The Executive Director is responsible for leading and coordinating programs, projects, and initiatives to revitalize historic downtown Angola, Indiana in accordance with goals of the Board of Directors. Reporting to and in partnership with the Angola Main Street Board of Directors and the Executive Leadership Committee, the Executive Director oversees the operation of the organization and manages its strategies to achieve Angola Main Street’s (AMS) goals and mission representing the Angola community locally, regionally, and nationally. The director must be entrepreneurial, energetic, imaginative, well organized, and capable of functioning effectively in an independent environment. Supervisory skills are required.

**POSITION:**

* The Executive Director is considered an “at will” employee hired by and directly accountable to the Angola Main Street Board of Directors through its elected Board President.
* The Executive Director is a fulltime salaried employee of Angola Main Street. Compensation, benefits, and policies are as outlined in the Employment Agreement.
* The Executive Director is to be evaluated annually by the Angola Main Street Executive Leadership Committee headed by the Board President.
* This position requires frequent local travel, and occasional out-of-state travel.

**RESPONSIBILITIES:**

Specific areas of responsibility are listed in their order of priority of focus for the Executive Director. They include, but are not limited to, the following:

ADMINISTRATION AND MANAGEMENT:

• Responsible for the administration, general responsibilities, and day-to-day activities of the AMS.

• Works in support of the AMS Board of Directors to oversee, coordinate and direct all fundraising efforts for Angola Main Street. (i.e., grant funding, event revenue and more).

• Initiates and executes grant-writing opportunities with the support of the AMS Board.

• Direct and oversee grant requests, funding, and implementation, as well as completing reporting requirements for special projects that promote downtown revitalization.

• Oversees all event planning, staffing, and event committees. Communicates with event partners and City of Angola staff (when applicable) to coordinate all aspects of events and operations.

• Drafts, recommends, and monitors an annual AMS budget and other budgets, as well as ensuring, in conjunction with the AMS Treasurer, an effective audit trail.

• Ensures event budgets are met and tracked.

• Helps to manage and organize volunteers for monthly projects, seasonal duties, and events.

• Assist the Board of Directors and standing committees in developing and implementing annual work plans.

• Attend meetings of the Board of Directors and as needed, the Executive Committee, Economic Vitality Committee, Design Committee, as well as any additional AMS created committees.

• Attend OCRA and National Main Street meetings and trainings, including the Annual National Main Street Conference.

• Maintain national accreditation by participating in annual assessment process, signing Letter of Agreement annually, and submitting reinvestment data to OCRA.

• Attend any City sanctioned Board and Commission meetings that pertain to the Angola Main Street footprint and mission.

• Meet with the Board President and/or Vice-President monthly and assists them in planning the agenda for Board meetings.

• Work in collaboration with the Executive Committee to facilitate the orientation of new Board members and the hiring of all Angola Main Street staff.

• Oversees and monitors all aspects of Brand Management and Social Media protocols established by AMS.

COMMUNITY RELATIONS AND COMMUNICATION:

• Advocates for and promote a visionary approach to downtown vitality and Main Street values, priorities, and programs.

• Works in collaboration with the Board of Directors to develop a public awareness of and financial support for the vitality and vibrancy of downtown Angola.

• Helps to strengthen and diversify the economic base of downtown Angola.

• Speaks to groups and organizations about downtown vitality projects, promoting a positive image and community pride, and serve as spokesperson to media regarding downtown news and projects.

• Acts as a resource to individual tenants or property owners regarding physical improvements and the maintaining of historic integrity.

• Develops all AMS marketing and promotional items.

• Represents AMS and Angola to important local, state, and national constituencies.

• Encourages a cooperative relationship between public and private interests participating in the revitalization process.

• Build relationships with City of Angola departments and City Council members. Collaborate on projects, large scale events, and work together to achieve city-wide goals and efforts.

DOWNTOWN PRESERVATION & DEVELOPMENT:

• Develops knowledge of and appreciation for the historic character and architecture in downtown Angola.

• Works in collaboration with the City of Angola’s Economic Development Department personnel and Commission, as well as the AMS Economic Vitality Committee to provide support and resources to existing businesses while developing strategies to recruit new businesses.

• Works in collaboration with the AMS’s Design Committee to beautify the downtown streetscape and buildings.

• Develops guidelines that shape the physical image of downtown Angola based on its unique assets and architectural heritage.

• Stays informed about current issues and trends in downtown Angola and shares information with the Board of Directors as appropriate.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

• Possess a bachelor’s degree from an accredited institution and/or necessary experience relevant to the scope of the position.

• Minimum of three years of management experience in a related field. Event planning, community development, or economic development preferred.

• Proven track record coordinating multiple programs in a highly visible position.

• Demonstrated strong, positive interpersonal skills that encourage collaboration and partnerships, as well as skill in resolving conflicts.

OTHER HELPFUL QUALIFICATIONS:

• Experience managing committees and volunteers.

• Knowledge of the City of Angola.

• Knowledge of strategies to preserve historic character and architecture in downtown Angola.

• Experience with and/or knowledge in any of the following areas: economic development, small business partnerships, strategic planning, collaboration with local government, volunteer, and non-profit management.

• Skills in budgeting, familiarity with Quick Books, computer and database management, and public relations.

• Excellent verbal and written skills.

• Other attributes desired in an Executive Director are the abilities to be entrepreneurial, visionary, energetic, imaginative, motivated, flexible and sense of humor.