

Downtown Roseburg Association

912 Washington Ave · PO Box 2032 · Roseburg, OR 97470

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Main Street Manager Job Description

The Downtown Roseburg Association (DRA) is seeking an organized, dynamic, energetic commercial district revitalization professional to lead the Roseburg Main Street Program. This individual is responsible for the coordination and oversight of the Main Street program within the target area. This includes managing the organization's development, and overseeing the program's economic development, promotions, and design projects.

This is a part-time salaried position with possible full-time employment after the first 6 months. The salary range is \$18,000 - \$22,000 based on experience.

Responsibilities Include:

- **Represent and market the program at the local, state and national levels.** Represent and promote the program with volunteers, the public, funding partners, city, state and federal officials and the business owners, landlords and residents of the target area.
- **In tandem with the Board of Directors, assist, develop and implement the program mission, vision, goals, objectives, and strategies via an annual workplan based on the National Trust Main Street program methodology.**
- **Manage the administrative aspects of the program** including record keeping, budget development and management; accounting; report preparation; maintaining meeting minutes, records and books; collecting and submitting quarterly reports on the business district's job/business growth and monetary reinvestment; and motivation and supervision of volunteers, interns and/or consultants.
- **Manage volunteers and coordinate activities of four Main Street Committees.** Assist each committee in development and implementation of its work plan. Participate in committee meetings and serve as the liaison between committees, the Board of Directors, the business district stakeholders, and media outlets, ensuring that all actions and goals are coordinated.
- **Develop Resources:** Work with the Board of Directors to research and develop fundraising activities for the program including identifying private (foundations, corporations, local businesses, individuals, etc.) and public (city, state, national) funding sources, programs, and potential partners. Lead the program in the grant-writing process.
- **Maximize communication between the existing Downtown Roseburg Association and other organizations** to build strong, productive working relationships between partners and among all downtown stakeholders.

- **Spend a minimum of 5-6 hours per week “on the street”** getting to know the business climate and environment as well as addressing individual business owner needs and concerns by directing them to appropriate available resources.
- **Act as a liaison between business owners and existing business resources to address obstacles to, and opportunities for business success.** Issues to be addressed will include small business loans, transportation and parking, building improvements, licensing and inspections, etc. and would include resources such as the Small Business Development Center, local lending agencies, Chambers of Commerce, City of Roseburg, etc.
- **Educate property and business owners about the importance of good design** and merchandising and develop a network of consultants to guide in appropriate design and implementation of improvement projects, including historians, architects and contractors. Work with zoning officials to facilitate and streamline process.
- **Coordinate and enhance events, promotions, and advertising strategies** with existing business district organizations, the City, community groups, etc., to maximize the community image and retail opportunities.
- **Conduct other duties and tasks as defined by the Board of Directors in the future.**

Qualifications:

- Minimum 4 years education or work experience in one or more of the following areas - business, finance, urban affairs/public policy, community development, historic preservation, or a related field. Background in Main Street, retail or working with retailers preferred.
- Proven track record in urban planning, preservation, non-profit, community & small business economic development, or volunteer/community organizing issues.
- Ability to delegate responsibilities effectively and motivate volunteers is essential.
- Excellent public speaking, interpersonal, time management, organizational, consensus-building and media relations skills.
- Strong written and oral communication skills.
- Experience in grant-writing process preferred.
- Strong computer skills using Microsoft’s Office Suite (Word, Excel, Access and PowerPoint).
- Ability to work nights & weekends, as required.

Please submit cover letter, resume and three professional references no later than January 15th 2012 to info@downtownroseburg.org.

Thank you for your interest.