

Job Posting
Executive Director, Main Street Lorain

Are you looking for the opportunity to get in on the ground level of a city on the rise? Do you want to work with a diverse group of people who are ready to do what it takes to revitalize their downtown? Then the position of the Executive Director of Main Street Lorain could be a perfect fit!

Main Street Lorain is a member-funded organization that is just over one year old. We've survived our first year in the midst of a pandemic and we are eager to promote continued collaboration and in-person (hopefully) celebration as a means of making downtown Lorain, Ohio vibrant and accessible to residents and visitors of all ages. Main Street Lorain aspires to a new vision for the City of Lorain: strong in collaboration, rich in history and diversity, economically thriving and welcoming to all.

Summary of the Position

Main Street Lorain seeks an organized, dynamic, energetic visionary to lead our Main Street community as an Executive Director. This candidate must be a self-starter with an entrepreneurial spirit and capable of functioning effectively in an independent environment. This individual will be responsible for the coordination and oversight of the Main Street organization alongside the Board of Directors.

Job Responsibilities

The responsibilities of the Executive Director include management of all internal and external operations of Main Street Lorain, inclusive of, but not limited to: marketing and promotions, fundraising, event planning, advocacy and communications, leadership development, strategic planning, and volunteer management. The Executive Director reports directly to the President of the Board and the Board of Directors.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this posting are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree preferred along with 3+ years' experience in at least one of the following areas: historic preservation, finance, public relations, economic development, marketing, planning, business or retailing or related.

Personal Attributes

- Self-directed, flexible and resourceful
- Ability to handle multiple tasks effectively and efficiently
- Committed to equity and access
- Effective organizational skills and incredible attention to detail
- Even-tempered, discreet and prudent in handling conflict and confidentiality

Additional Work-Related skills

- Superior verbal and written communication skills
- Outstanding computer skills and social media knowledge base is required
- Must have a valid driver's license

Work is performed in office environments and outdoors in varying weather conditions. Days and hours of work will vary according to project needs, including weekends and evenings.

All interested applicants should apply at <http://mainstreetlorainohio.org/application> no later than March 12, 2021.