

The Main Street of HOPE Board of Directors is looking for a part-time Executive Director. Please find below the job description. Applicants need to send a cover letter and resume to townmanager@townofhope.com by January 6th at 5:00pm ET.

Job Description

Overview

The Executive Director actively coordinates and supports the programs, services and operations of the overall mission statement of Main Street of HOPE. The Executive Director reports to the Board of Directors who will annually evaluate the performance of the Executive Director.

Duties to be performed

- Prepare, disseminate and maintain timely and accurate agendas, minutes, planning documents, records and other information required by the Board of Directors, government agencies, funding entities, state and national Main Street organizations and contractual agreements.
- Attend all of the Board meetings and Main Street of HOPE committee meetings.
- Attend monthly/quarterly state meetings with OCRA.
- Coordinate and support the activities of each standing committee and ad hoc Main Street of HOPE committees.
- Manage all administrative aspects of Main Street of HOPE including budget development, purchasing, researching grants, program evaluation and maintenance of an ongoing calendar of meetings and events.
- Work in cooperation of the Treasurer to have accounting properly executed. As a division of Heritage of Hope, it will be necessary to work with the organization to complete tax reports and filings.
- File semi-annual reports to Indiana Main Street and ensure that all requirements are met for continuing recertification by Indiana Main Street and National Main Street programs.

Education/Experience Requirement

The Executive Director should have education and/or experience in one or more of the following areas:

- Business Administration
- Finance/Accounting
- Planning
- Public Relations
- Historic Preservation
- Volunteer or nonprofit administration

The Executive Director must be energetic, well-organized and capable of functioning in an independent environment. Excellent written and verbal communication skills are essential.

The Executive Director Position of Main Street of HOPE is a part time (up to 16 hours per week) contract position.