

Job Description: Director, Main Street Bath

Main Street Bath Mission Statement:

“Partnering to preserve and promote downtown Bath.”

Position Overview:

The Director promotes downtown activities, and serves as a listener, collaborator, visionary, facilitator, and coordinator based on the Four Point Approach of the Main Street Program. The Director encourages public awareness of the program’s mission and activities, and of downtown Bath. The Director serves as a liaison to other communities in the region and other organizations in the community. The Director works with the Main Street Bath board of directors to oversee all aspects of managing and developing the organization. The Director is an advocate and ambassador for the Main Street Bath mission, and is a steward of the strategic visioning and planning process in which MSB is engaged.

Job Description:

- Coordinates activities of the organization including: program and event execution, board and volunteer management, planning, financial and organizational development, public relations and marketing, and office management.
- Works with volunteers to promote economic development, community vitality, and historic preservation.
- Cultivates partnerships with local organizations, the City of Bath, businesses, residents and other stakeholders.
- Represents and promotes the community locally, regionally and nationally.
- Attends all required meetings and trainings. *(The Main Street Bath program budgets travel expenses for the Director to attend required sessions.)*
- Supervises the Bath Regional Information Center.

Job Responsibilities:

- Works with the Board of Directors and committees to develop annual work plans focused on the Four Point Approach of the Main Street Program.
- Coordinates the activities of the Main Street Bath Program committees to implement and evaluate work plans on an ongoing basis, facilitate exchange between committees, and to support award nominations.
- Works with the Board of Directors to increase the financial capacity and sustainability of the Program. Assists in developing and monitoring budgets, fund-raising and grant writing.
- Manages all aspects of Main Street Bath administration: maintains official documentation for the Main Street Program and rosters of all committees and their activities. Manages the database and other record keeping.
- Identifies and recruits appropriate volunteers. Manages and supports volunteers to increase Program capacity and coordinates volunteer recognition activities.
- Supervises the administrative assistant and volunteers working in the office.

- Develops marketing initiatives to promote the community, including via digital/social media and the vistbath.com website.
- Increases program visibility through public speaking engagements, media presentations, and through the development of support and marketing materials.
- Builds strong relationships within the community through the development and delivery of public awareness and educational programs. Regularly connects with businesses, property owners, tenants, city officials and employees, and other organizations to facilitate information sharing and referrals.
- Builds and maintains strong working relationships with appropriate agencies at the local, regional, state and national levels. Participates in appropriate community organizations.
- Maintains and promotes access to current information provided by the Maine and National Downtown Centers. Acts as the Board of Directors' liaison with the Maine Downtown Center.
- Prepares reports and submits information to the Maine Downtown Center on a regular and as-needed basis. Coordinates annual program assessment with the Maine Downtown Center and prepares documentation for accreditations.
- Researches and prepares requests for grants and other funding.
- Assists Board members with corporate solicitations.
- Maintains the Main Street Bath office and physical plant.
- Other duties as needed.

Requirements:

- Excellent supervisory, verbal and written communication skills are essential.
- Excellent organizational and administrative skills, including the ability to manage multiple projects and priorities and to delegate appropriately.
- Strong marketing skills including the execution of public events, digital/social media initiatives, and promotional campaigns.
- Volunteer management skills.
- Experience in non-profit management and finances.
- Historic preservation knowledge desirable.
- Strong computer skills including word processing, desktop publishing, database and spreadsheet applications. *Will be working in a Mac environment.*
- Ability to evaluate programs and to suggest and implement improvements.
- College degree from an accredited institution preferred.
- Valid Maine drivers license.

Compensation:

The position is a full time (40 hour/week) salaried position. There will be additional demands from time to time as events may require night and weekend work. The compensation range is \$40,000 to \$48,000/year, commensurate with experience.

Paid earned time off* is accrued at the rate of up to 80 hours/year and may be taken after three months of full time employment.

The following paid legal holidays** are observed:

- 1/2 Day Before & New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus/Indigenous People's Day
- Veteran's Day
- 1/2 Day before & Thanksgiving Day
- 1/2 Day before & Christmas Day

**See MSB Personnel Policies for details regarding accrual and exceptions.*

*** Due to the nature of certain Main Street Bath events, such as Heritage Days and Christmas, employees may be required to work on legal holidays and shall receive "floating" holidays to compensate.*

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the business location, with several activities and events occurring at off-site locations for meetings and events. Work may require transportation of event related items by hand and car.

Hand-eye coordination is necessary to operate computers and various pieces of office and event equipment. Vision abilities required by this job include close and distance vision, peripheral vision, depth perception and the ability to focus.

While performing the duties of the job, the employee is frequently required to talk and hear, use hands to operate objects, tools or controls, and reach with hands and arms. The employee is often required to sit, stand or walk and must be able to regularly lift and/or move up to 40 pounds.

Evaluation:

Following permanent employment an annual review will be conducted by the President of the Board (and/or their assignee, as determined by the Board) with goals and objectives set for the following year. Employment is offered with a three month probationary period, after which a review will be conducted by the President of the Board and/or their assignee. Earned time will accrue, but may not be taken, during this probationary period.

This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties, activities and requirements may arise or be required during the course of employment.

Employment Application - Main Street Bath

Main Street Bath is an equal opportunity employer.

Position Applied For: _____

Date: _____

Date available to start: _____

Name: _____

last

first

middle

Address: _____

street

city

state

zip

Phone / email: _____

home/cell

alternate

email

Emergency Contact: _____

name

relationship

telephone

Social Security Number: _____

Are you legally eligible for employment in this country? Yes / No

Have you ever been convicted of a felony? Yes / No *(A conviction does not disqualify you.)*

If yes, please explain: _____

Have you ever been employed here before? Yes / No

Have the essential functions and expectations of the job been described to you and has a copy of the job description been provided? Yes / No

Can you perform these essential functions with or without reasonable accommodation? Yes / No

Are there any hours, shift or days that you cannot work?

If you are under the age of 18, do you have a work permit? Yes / No

Educational Experience

Name & Location	Graduation Date <i>(optional)</i>	Degree/Major
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High School <i>(or GED)</i>		
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College/University		
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College/University		
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Other Training, Education, or Certifications: _____

(Please complete reverse side. Please complete all sections to the best of your ability.)

**Employment Application - Main Street Bath
Work Experience**

Dates employed: _____ Employer: _____ Phone: _____

Job title: _____ Address: _____

Immediate supervisor: _____ Reason for leaving: _____

Please describe the basic tasks, responsibilities, schedule and wage associated with your prior position:

Dates employed: _____ Employer: _____ Phone: _____

Job title: _____ Address: _____

Immediate supervisor: _____ Reason for leaving: _____

Please describe the basic tasks, responsibilities, schedule and wage associated with your prior position:

Dates employed: _____ Employer: _____ Phone: _____

Job title: _____ Address: _____

Immediate supervisor: _____ Reason for leaving: _____

Please describe the basic tasks, responsibilities, schedule and wage associated with your prior position:

In addition to any work or educational history already listed, please feel free to describe any experiences, skills, or qualifications you believe make you a good fit for Halcyon Yarn:

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Main Street Bath to make an investigation of any facts set forth in this application.

Applicant's Signature: _____

Date: _____