



The Executive Director for Downtown Tipp City (DTC) coordinates activities for the enhancement, preservation and promotion of the historic district. He/she is responsible for the development, conduct, execution and documentation of the Main Street program, with the guidance and support of Heritage Ohio. The Director is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally. In addition, the director should help guide the organization as its objectives evolve. Main Street programs are, historically, single employee organizations, so the overwhelming majority of the work will fall to this position.

The Director will carry out the following tasks:

- Seek grant funding through various sources, coordinate membership/donation drives and fundraisers, secure sponsorships with local businesses and corporations. The financial sustainability of the organization is of the utmost priority.
- Coordinate the activity of the DTC committees, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.
- Manage all administrative aspects of DTC, including purchasing, record keeping, budget development, accounting, preparing all reports required by Heritage Ohio, assisting with the preparation of reports to funding agencies, and supervising employees or volunteers, when applicable.
- Develop, in conjunction with the DTC's Board of Directors, downtown economic development strategies that are based on historic preservation and utilize the community's resources.
- Familiarize him/herself with all persons and groups directly and indirectly involved in the downtown. Mindful of the roles of various downtown interest groups, assist the DTC's Board of Directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic vitality/development.
- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of DTC's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.

- Assess the downtown community's ability to carry out activities such as promotional events, advertising, appropriate store hours, special events, business assistance, business recruitment, parking management, and so on. Provide advice and information on successful downtown management. Encourage a cooperative climate among downtown interests and local public officials.
- Advise downtown merchants' organizations on DTC's activities and goals; help coordinate joint promotional events, such as festivals or business promotions, to improve the quality and success of events and attract people to downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels.
- Utilize the Main Street program format by developing and maintaining data systems to track the progress of DTC. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.
- Represent the community to important constituencies at the local and state levels. Speak effectively on the program's directions and work.

The DTC Director should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, volunteer or non-profit, administration, architecture, historic preservation, and/or small business development.

The Director must be sensitive to design and preservation issues and must understand the issues confronting downtown business people, property owners, public agencies, and community organizations.

The Director must be enthusiastic, entrepreneurial, energetic, imaginative, outgoing, well-organized and capable of functioning effectively in an independent environment, as well as in a group. Excellent written and verbal communication skills are essential. Supervisory skills are desirable.

The Director must be proficient in GoogleDocs, Microsoft office products, and all social media platforms. Knowledge of Quickbooks is especially desirable.

The DTC Executive Director will report directly to the Board of Directors, but day-to-day direction will come from the DTC Board President. The Board of Directors is comprised of merchants, building owners, residents, and city officials.

This job is full-time, with flexible hours. Some weeks will require evening and weekend event hours. Pay scale is based on experienced and will be in the range of \$25,000-35,000. Please send resume and cover letter to downtowntippcityjobs@gmail.com.