



P.O. Box 66

Fayette, MO 65248

angiallphin@gmail.com

Job Description

Executive Director

Identification

Position: Executive Director

Employment Status: Full-Time, Average 40-45 hours per week

Employee Classification: Exempt Salary

Salary: 45k depending on experience

Location: Fayette, Missouri

Summary

The Executive Director will supervise, direct and manage daily operations of Downtown Fayette, guided by goals and work plans. This position will perform a variety of tasks that support the development and implementation of policies, programs and procedures that accomplish organization objective. The Executive Director reports to the Downtown Fayette Board and directly to the President of the Board.

Duties and Responsibilities

- Act as the point of contact for Downtown Fayette; Respond to inquiries in a timely, professional, courteous and efficient manner.
- Provide leadership and support to volunteers, partners and committees; Coordinate and orientate volunteers.
- Coordinate activities, quarterly State Main Street reports and monthly Downtown Fayette Board. Attend committee meetings as requested.
- Research and complete grant opportunities and funding resources that improve the Downtown area or assist in business recruitment and retention.
- Educate and engage the public on the Downtown area; Edit and distribute a monthly newsletter.
- Assist in website and social media maintenance; Upload and create content; Assign topics to volunteers, partners, committees and Board members.
- Track volunteer hours; Submit reports to the Board and Missouri Main Street.
- Monitor the annual budget and finances.

- Support and monitor organization goals.
- Provide weekly reports to the Board; Attend monthly Board meetings.
- Manage meeting notifications, agendas and minutes.
- Build relationships with property owners, businesses, stakeholders and the community at large.
- Advocate for the vision of a vibrant, bustling, historic-oriented community.
- Maintain the highest level of confidentiality, integrity and customer service in performance of duties.
- Attend City Council, CID and County Commissioner meetings to update Main Street Activities and report back on updates necessary to Main Street.
- Perform other duties as specified by the Downtown Fayette Board.

Hours: 9-4 Mon-Fri

Mandatory attendance of the following meetings after hours:

City Council – every other Tuesday
 Monthly Board Meeting
 Monthly CID Board Meeting
 Committee Meetings *only as needed.

Requirements

Degree from an accredited university or equivalent experience, bachelor's preferred.

Excellent communication and administrative skills.

Understanding of development of both organizational funding and economic platforms

Strong organization skills and detail-oriented.

Proficient with Google Docs and G Suite.

Education or experience related to historic preservation, public relations, local government processes or business administration preferred. Knowledge of non-profit management preferred.

Background in non-profit setting preferred.

Ability to work flexible hours including some evenings and weekends.

Comfortable working one on one and speaking to large groups.

Ability to lift up to 20 pounds. Ability to spend extended periods of time standing or walking.

Application Process:

Downtown Fayette is an equal opportunity employer.

Interested parties must submit a resume, three reference contacts and cover letter addressing all items within the job description to Downtown Fayette Applications will be accepted until the position is filled and may be submitted through email to angiallphin@gmail.com

or regular mail to:

Downtown Fayette

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