

# Downtown Marceline Executive Director

## Position Details

Type	Full Time
Offered By	Downtown Marceline 209 N. Main Street USA Marceline, MO 64658
Salary	\$25,000-\$27,000
Deadline	06/22/2018
For More Information	Name: Julie Sheerman/Chris Ankeney <a href="http://www.downtownmarceline.org">www.downtownmarceline.org</a> <a href="mailto:info@downtownmarceline.org">info@downtownmarceline.org</a> (660) 376-2332 (Magnolia Antiques)

Downtown Marceline seeks applicant with a passion to build upon a foundation of success in order to lead the continued revitalization of Marceline’s downtown district. This position will be best filled by someone capable of managing complexity with a comprehensive approach to program and partnership development. Well positioned for continued success, the Downtown Marceline organization wishes to enter the next phase of ongoing revitalization by hiring a full-time staff member.

## Duties

Act as the point person and full-time advocate for Downtown Marceline on a range of issues. Build relationships with property owners, business owners, elected officials, developers, professionals, downtown stakeholders, and the community at large. Focus on Four Point Approach (Design, Economic Vitality, Promotion, Organization). Advocate for the vision of a more active, vibrant and sustainable downtown as an asset to Marceline and the surrounding area. Sustain program funding through different city and state sources of funds, programmatic support from partners, fundraising and grant writing. Support the organization’s annual and long-term goals as defined by board of directors. Encourage rehab/adaptive reuse projects. Support new construction projects initiated downtown. Encourage the addition of residential capacity downtown. Recruit new business. Encourage cooperative climate by developing programs that activate downtown. Produce press releases and maintain positive relations with area media. Assist with writing, editing, and publishing promotional materials. Develop a more active and sustainable non-profit to implement further change.

## Qualifications

Four-year degree preferred or relevant experience, downtown development or non-profit experience a plus, familiarity with grants, public relations, and project management. Well qualified applicants will have familiarity with one or more of the following: business recruitment, community engagement and/or project/event planning. Work independently and with the Board of Directors, Program Partners, and Volunteer Project Committees to cultivate a more active, vibrant and sustainable downtown. Focus on 4 strategic areas: marketing and promotions, capacity building, design and preservation, and business recruitment/retention. Manage the day-to-day operation of the non-profit organization guided by goals and work plans. Support Downtown Marceline volunteer committees, projects and partners. Must be proficient with technology and willing to work evening/weekends as meetings and events demand.

## How to Apply

As a response to this job posting please submit your resume, one-page cover letter and answers to the following questions to email address above by deadline.

- Share with us your experience leading a nonprofit focused on community building, place making and/or downtown revitalization. (Please limit your response to no more than 350 words).
- Please share with us your approach and experience to building partnerships with organizational partners, stakeholders and volunteers (Please limit your response to no more than 350 words).
- Please share with us your experience managing staff, volunteers and a budget (Please limit your response to no more than 350 words).
- Please share with us your experience working on a redevelopment project and the role you played in the success of this project (Please limit your response to no more than 350 words).
- Please share your experience working as or with volunteer organizations (Please limit your response to no more than 350 words).

Thank you for your interest in Downtown Marceline. We will review submissions and contact eligible candidates.