



# Main Street Medina

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*An accredited National Main Street Program*

**Job Title:** Executive Director  
**Reports to:** Chairman of the Board  
**FLSA Status:** Exempt  
**Approved By:** Main Street Medina Board of Directors (4/28/2022)

## **Position Summary:**

The Executive Director works to execute the mission of Main Street Medina (MSM) by coordinating activities that foster economic development, ensure that Medina is a premier small-town destination, and support historic preservation in the Main Street Medina District ("the District"). The Executive Director, working with the Board of Directors, staff, and community is responsible for the development, conduct, execution, compliance, and documentation of the MSM program. The Executive Director is responsible for coordinating all programs/events, marketing, and fund development activities, as well as representing the community regionally and nationally, as needed. The Executive Director reports to the Chairman of the Board of Directors and the Executive Committee.

## **Essential Functions of the Executive Director:**

- Leads the organization as the symbolic face of MSM and therefore must establish and maintain a regular public presence in Medina and a working relationship (and maintain) with all District business owners, local government officials, property owners, community/volunteer groups, and whether MSM members or not, becoming familiar with all persons and groups directly or indirectly involved in the historic commercial district.
- Works with and fully informs the Executive Committee, Board, and all committees related to activities to develop, implement, and execute initiatives tied to the MSM strategic plan and financial objectives.
- Collaborates with the Finance Committee and the MSM Board in developing and adopting a realistic annual budget, and manages the organization to operate within the budget.
- Develops funding sources, sponsorships, and other fundraising opportunities for program support and expansion of the MSM program.
- Implement high quality marketing collateral and drafts and distributes press releases. Uses electronic media, speaking engagements, public presentations, press releases, media interviews and personal appearances to keep MSM initiatives and events in the public eye to ensure a positive image for the District.
- Acts as the principal on-site staff person responsible for coordinating all program activities locally as well as for representing MSM regionally, statewide, and nationally, as appropriate.

- Coordinates activities of MSM committees, ensures that communications between committees are well established, and assists committees with the implementation of their work plans.
- Manages all administrative aspects of the MSM program, including purchasing, record keeping, preparing all reports required by Heritage Ohio, and works with the Finance Committee and Board to develop and comply with the annual budget.
- Supervises employees and consultants and ensure that their activities support the mission of MSM and the MSM strategic plan. Approve time records for any non-exempts staff.
- Maintains official records and documents and ensures compliance with federal, state and local laws and regulations.
- Encourages preservation of historic building stock, interfacing with relevant Medina city and county officials, as well as other entities (ex. Community Design Committee).
- Other duties as assigned by the board.

### **Education and/or Experience:**

It is required that the Executive Director have a Bachelor's degree or equivalent job knowledge and skills, with four to ten years non-profit experience and training with significant event planning, marketing, and fund development responsibilities.

### **Qualifications & Attributes:**

- Previous experience and training in Economic Development, historic preservation, marketing, special event planning, or urban planning.
- Possess experience developing collaborative partnerships with community and business leaders at multiple levels.
- Must have strong organizational, time management, problem-solving, critical thinking, and leadership skills.
- Trustworthy, highly organized, detailed oriented, self-motivated and mature.
- Must enjoy working with people; possess exceptional professional communication skills (both written and verbal); be unflappable in a fast paced environment.
- Prior budget management, basic bookkeeping, and financial skills are required.
- Strong computer skills including Microsoft Office, use of social media platforms, basic graphic design skills, and related programs and data bases strongly desired.

### **Physical Demands/Schedule:**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and communicate effectively. Physical labor is occasionally required. The employee must occasionally lift and/or move up to 50 pounds. Hours may vary to include evenings, weekends and some overnight travel.

### **Driving Requirements**

Must have a valid driver's license and dependable personal transportation.