



HAVANA MAIN STREET Executive Director Position Description

Position Overview

The Executive Director (ED) will lead and coordinate programs and initiatives for Havana Main Street (HMS) to revitalize historic downtown Havana, following the Main Street's Four Points Approach: Economic Vitality, Organization, Design, and Promotion. The ED, a part-time position initially, will report to the President of the Board of Directors (BOD) and will work an average of 20 hours per week, with the potential for increased hours based on funding. Responsibilities include overseeing HMS operations, managing strategies to achieve goals, and attending meetings and events as needed.

Administration & Management Responsibilities

- Attend BOD meetings and send a monthly report to the President in advance.
- Oversee day-to-day office activities and supervise HMS employees.
- Maintain organized records and track important due dates.
- Coordinate with Committee Chairs on Annual Work Plans and help identify funding opportunities.
- Compile and submit reports to maintain accreditation with Main Street America and Florida Main Street.
- Manage communication between HMS and relevant organizations.

Community Relations & Communication

- Promote the historic character and economic revitalization of downtown Havana, collaborating with local businesses and the Economic Vitality Committee.
- Maintain relationships with public and private interests to foster cooperative economic development.
- Serve as HMS spokesperson and represent the organization at local, state, and national events.
- Develop partnerships with other nonprofits to advance HMS's mission.

Landlord Responsibilities

- Oversee HMS office rentals and ensure cleanliness and maintenance are managed.

Qualifications

- Strong verbal and written communication skills.
- Passion for revitalizing downtown Havana.
- Experience showcasing necessary skills for fulfilling ED responsibilities.
- Good interpersonal skills for fostering collaboration and resolving conflicts.
- Experience managing employees, committees, and volunteers.

Additional Helpful Qualifications

- Public relations experience and knowledge of social media and office software.
- Understanding of historic preservation strategies and experiences in economic development.

TO APPLY:

Send your name and phone number to: President.HavanaMainStreet@gmail.com. We will contact you.