



## HAVANA MAIN STREET Executive Director Position Description

The Board of Directors (BOD) recognizes that the job responsibilities outlined in this Position Description (PD) are comprehensive, but they provide applicants with insights into the potential duties associated with this position. We will work with the Executive Director (ED) to prioritize tasks and establish a manageable and balanced workload.

### **Position Overview**

The Executive Director (ED) is a professional position requiring the ability to exercise independent judgment and discretion to fulfill Havana Main Street's (HMS) mission of leading and coordinating programs, projects, and initiatives, as they align to the revitalization of historic downtown Havana in accordance with the Main Street's Four Points Approach: Economic Vitality, Organization, Design and Promotion. The ED is responsible for the overall development, conduct, execution and documentation of the HMS program.

Currently, the HMS ED is a part-time position. If and when funds become available, the position may grow in hours. The President will discuss the additional hours with the ED and work towards a plan suitable to the ED and HMS.

- The ED is hired by the Executive Board and reports to the President of the BOD.
- The President will coordinate the ED's assignments of overseeing the operation of HMS and managing its strategies to achieve HMS's goals and mission.
- The ED is an hourly employee of HMS scheduled to work 20 hours on a regular schedule. The schedule may flex if approved by the President to accommodate special conditions and activities. When more than 20 hours of work in a given week are required, the President will work with the ED to offset extra hours worked if requested by the ED and when possible. The nature of this position may require attendance at meetings, activities and events during non-working hours.
- The ED will be responsible for answering the HMS cell phone and is responsible for responding to calls in a timely manner if they cannot be answered immediately. The HMS cell phone may be passed to another board member during non-working hours or when the ED is unavailable.
- The ED is evaluated annually by the HMS Executive Board.

### **Administration & Management Responsibilities**

- Attend all meetings of the BOD and send the ED's monthly report to the President the Friday before the monthly board meeting.
- Manage the administration, general responsibilities, and day-to-day activities of the HMS office; this does not include the administrative functions of the committees (those functions are the responsibility of each committee chair).
- Supervise HMS employees and recommends PD updates to the Executive Board for approval.
- Prepare annual performance evaluations, for employees under their supervision, to the Executive Board of Directors for input and approval prior to giving to the employee.

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- Ensure records are kept organized and filed (in both paper and electronically) and are up to date. Maintain important documents on the HMS G Drive in an organized matter.
- Ensure important due dates are monitored and completed on time.
- Work with the Ambassador Lead to schedule the ambassador's work schedule. Provide training and support to the ambassadors. When needed, request a staff member, Board President or VP to assist with scheduling and training the ambassadors.
- Coordinate with Committee Chairs in the development of their Annual Work Plan to ensure their activities are integrated with minimal overlap and are completed in time for HMS's annual reviews (each committee is responsible for preparing their own Work Plan).
- Assist in identifying grants and funding opportunities
- Provide HMS information to Grant Writers, as needed.
- Stay informed on current issues and trends in downtown Havana.
- Compile and submit annual evaluation reports and fulfill HMS's designated responsibilities to Main Street America and Florida Main Street, as required, to maintain accreditation.
- Maintain communication with Main Street America and Florida Main Street, respond to all requests and share pertinent information with the BOD.
- Stay abreast of all topics, as presented in email and print, from Main Street America and Florida Main Street, follow up with any opportunities and present useful information to the BOD.
- Attend the Florida Main Street quarterly training programs and provide a report to the BOD on information learned at the quarterly meetings.
- Coordinate all insurance activity with the President and ensure additional insurance, as needed, is obtained for events and special activities.
- Meet with the HMS President on an as needed basis and assist in planning the agenda for board meetings.
- Keep the President advised of pertinent information and of all problems/issues in a timely manner.
- Assist in the preparation and orientation of new board members.
- Work with the Budget Committee to establish HMS office/ED/staff financial requirements and requests and inform the Finance Committee of any adjustments if needed throughout the year.
- Review the monthly financial reports to be aware of expenditures and HMS's financial status. Advise the Financial Committee of any financial concerns. (The ED is not responsible for the financial stability and funding of HMS.)

### **Community Relations & Communication**

- Develop knowledge of and appreciation for the historic character in downtown Havana.
- Advocate for and promote a visionary approach for historic preservation and economic revitalization of downtown encouraging HMS values, priorities, and programs.
- Work in collaboration with the Economic Vitality Committee to develop public awareness of, and financial support for, the historic preservation and economic revitalization of downtown Havana.
- Work in collaboration with the Economic Vitality Committee to provide support and resources to businesses and develop strategies to recruit new businesses.
- Encourage a cooperative relationship between public and private interests participating in economic revitalization and historic preservation activities.

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- Coordinate with the regional art community to promote arts in downtown Havana.
- Watch for new funding sources and work with the Organization Committee to develop funding relationships. (Financial stability and the drafting of potential donors is the responsibility of the BOD.)
- Speak to groups and organizations about HMS's mission and projects, promoting a positive image and community pride. Also, serve as spokesperson to media.
- Represent HMS and Havana at important local, state, and national events.
- Work with other nonprofits by developing partnerships in the advancement of the HMS mission.

### **Landlord Responsibilities**

- Manage the HMS office rentals with the assistance of the President and other appointed board members.
- Ensure offices are kept neat and cleaned by hired staff or volunteers.
- Coordinate cleaning staff's schedule and request payment from bookkeeper in a timely manner. Give payment to the cleaning staff ASAP.
- Advise the President of any concerns with renters or cleaning staff.

### **Qualifications**

- Has excellent verbal and written skills.
- Has a passion for the revitalization of downtown Havana.
- Has experience in the workplace that demonstrates the necessary skills to fulfill the ED's responsibilities.
- Has strong, positive interpersonal skills that encourage collaboration and partnerships, as well as skill in resolving conflicts.
- Is experienced in managing employees, committees and volunteers.

### **Other Helpful Qualifications**

- Has experience in public relations.
- Has knowledge and skills in social media, Word Perfect, Excel, Customer Relationship Management systems.
- Has knowledge of strategies to preserve historic character and architecture in downtowns.
- Has experience with and/or knowledge in any of the following areas: economic development, small business partnerships, strategic planning, collaboration with local government, volunteer, and non-profit management.
- Has experience in a like position.

### **TO APPLY:**

Send name and phone number to: [President.HavanaMainStreet@gmail.com](mailto:President.HavanaMainStreet@gmail.com) and we will contact you.