

64.6 Downtown Main Street Fort Smith Position Summary

Organization

64.6 Downtown a.k.a Mainstreet Fort Smith

About 64.6 Downtown

64.6 Downtown is a local non-profit Mainstreet Arkansas affiliate focused on the promotion, economic vitality, and design aesthetics of downtown Fort Smith. The organization works closely with the City of Fort Smith municipal government, the downtown Improvement District, and property and business owners to further the advancement of downtown Fort Smith.

Job Opportunity

The 64.6 Downtown board is working with the existing Executive Director to carry out a planned leadership transition. The board seeks to identify an individual to join the organization as its *Interim Associate Director* and succeed the outgoing Executive Director, following a three-to-six month on-boarding and transition process. Illustrative job descriptions for the Interim Associate Director and Executive Director are included with this position summary.

How to Apply

Candidates may indicate their interest by emailing a letter of interest and resume to info@646downtown.com; Attn: Hiring Committee.

Hiring Timeline

Position open until filled

64.6 Downtown Main Street Fort Smith Interim Associate Director

The Interim Associate Director assists the Executive Director with all aspects of 64.6 Downtown a.k.a. Main Street Fort Smith. This role serves as a downtown advocate, acts as a liaison between downtown stakeholders and the City of Fort Smith and supports adherence to Main Street America's *Main Street Approach*.

The Interim Associate Director is a full-time position working with the Executive Director and the 64.6 Downtown Board. Following a successful three-to-six-month on-boarding and transition period, the Interim Associate Director will succeed the outgoing Executive Director.

Roles & Responsibilities

- Follow bylaws; develop/manage financials and budget; handle administrative details such as records, reporting, etc.
- Develop and manage committees and member/volunteer engagement to ensure workplans that support the *Main Street Approach*.
- Take a multifaceted approach to targeted communication through various media channels.
- Assist with coordination of activities and projects with appropriate City departments and outside agencies that support downtown capital improvements, residential growth, retail development, and sustainability in the creation of place.
- Assist with the management of Maestro database maintenance (provided by Mainstreet Arkansas) to include, but not limited to, dashboard reporting, contacts, business, and property updates.
- Assist with identifying diverse funding opportunities, including but not limited to grants, contract for services, endowments, etc.
- Assist the Executive Director with speaking engagements, media interviews and appearances.
- Maintain effective working relationships with community partners and the City, County, Chamber of Commerce, and Central Business Improvement District. Attend meetings as necessary.
- Attend required Main Street Arkansas meetings.

Qualifications

- Bachelor's degree preferred.
- Previous experience in community development, fundraising, or sales preferred.
- Existing connections to the downtown community is a plus.
- Demonstrated skills in taking initiative, problem-solving, negotiating and achieving goals.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Effective written and verbal communication skills.
- Detail oriented.
- Ability to work a flexible schedule. Some before and after-hours events are required.

Compensation

- \$45k – \$65k commensurate with experience and qualifications
- Paid holidays and additional paid time off to be negotiated

64.6 Downtown Main Street Fort Smith Executive Director

The goal of Executive Director is to direct the operations of Main Street Fort Smith. The objective of this role is to serve as a downtown advocate, act as a liaison between downtown stakeholders and the City of Fort Smith and adhere to Main Street America's *Main Street Approach*.

The Executive Director is a full-time position reporting to the 64.6 Downtown Board.

Roles & Responsibilities

- Follow bylaws; develop/manage financials and budget; handle administrative details such as records, reporting, etc.
- Develop and manage committees and member/volunteer engagement to ensure workplans that support the *Main Street Approach*.
- Coordinate activities and projects with appropriate City departments and outside agencies that support downtown capital improvements, residential growth, retail development, and sustainability in the creation of place.
- Oversee management of Maestro database maintenance to include, but not limited to, dashboard reporting, contacts, business, and property updates.
- Initiate and explore diverse funding opportunities, including but not limited to grants, contract for services, endowments, etc.; Support board in their establishment of strategies to approach potential donors and fundraising initiatives.
- Ensure the organization is presented in a positive image to relevant stakeholders through speaking engagements, media interviews and appearances; maintain effective working relationships with community partners.
- Establish strong relationships with the City, County, Chamber, and Central Business Improvement District. Attend meetings as necessary.
- Educate the community on Main Street, downtown economic development and historic preservation.
- Attend required Main Street Arkansas meetings. Encourage committee and board members to attend training opportunities.
- Bring awareness to individual tenants and property owners with physical improvement projects of various services available through Main Street technical assistance programs.
- Handles all aspects of human resource management, including hiring and termination; directly supervises staff.

Qualifications

- Bachelor's degree preferred.
- Previous experience in community development, fundraising, or sales preferred.
- Existing connections to the downtown community is a plus.
- Demonstrated skills in taking initiative, problem-solving, negotiating and achieving goals.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Effective written and verbal communication skills.
- Detail oriented.
- Ability to work a flexible schedule. Some before and after-hours events are required.

Compensation

- \$45k – \$65k commensurate with experience and qualifications
- Paid holidays and additional paid time off to be negotiated