

# Main Street Martinsburg

## Executive Director Listing

### Main Street Executive Director

*Main Street Martinsburg (MSM)*

*City of Martinsburg, WV*

### General Job Description

#### **MSM Mission:**

To promote and enhance the economic strength of historic downtown Martinsburg. We are a member of Main Street West Virginia and accredited by The National Trust for Historic Preservation's National Main Street Program.

#### **MSM Background:**

Main Street Martinsburg was established in 1992 to aid in the revitalization and renewal of downtown Martinsburg, WV. MSM leverages private and public contributions to the organization to support small businesses, encourage private reinvestment in downtown properties, advocate for public-sector investments in the neighborhood, and coordinate events and promotions that bring the community to the downtown area.

#### **MSM Executive Director Position Description:**

Duties Include:

- Coordination of MSM Board of Directors and committee activities
- Oversight of financials, existing grants, and budget with input from the Board Treasurer
- Coordination of relationships with various community partners
- Primary contact for the organization with Main Street West Virginia and the National Main Street Program
- Guiding implementation of the MSM workplans, including coordination with committees and Board of Directors and budgets
- Communicates with governmental partners to coordinate funding,
- Communication to Board of Directors and/or constituents on activities of the organization as well as matters that will impact the vitality of downtown Martinsburg
- Oversight and implementation of current and future events
- Maintains and updates the organization's social media presence
- Attends educational classes, conferences and seminars for professional development
- Development of strong relationships and communication systems with businesses and building owners, city and county officials, volunteers, and other partners
- Management of the administrative aspects of the organization
- Performs other duties as assigned

Core Values: Vision, flexibility, disciplined, energetic, love for the city, ethical, self-starter, detail oriented

Job Knowledge and Skills Required:

- Excellent oral and written communication skills
- Exceptional organizational skills

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- Project management
- Ability to work flexible hours
- Event management

Education and Experience:

- Bachelor's or Associate's degree preferred (relevant experience may be substituted for degree)
- Education or experience with public administration, business administration, historic preservation, public relations, nonprofit administration, economic development and/or community development preferred.
- Management experience

Compensation and Benefits: Salary \$45,000 - \$60,000. Benefits negotiable.

Job Type: Full Time

Schedule:

- 8 hour shift
- Monday to Friday
- Evening & Weekend availability

Work Remotely: Some