



Career Opportunity

EXECUTIVE DIRECTOR

Blue Springs Downtown Alive!, a nonprofit organization dedicated to the revitalization and historic preservation of Downtown Blue Springs, MO, is seeking a full-time Executive Director.

Overview of Position

The Executive Director coordinates all project activities within the downtown revitalization program utilizing historic preservation as an integral foundation for downtown economic development. The Executive Director is responsible for the development, conduct, execution, and documentation of the Main Street program. The Executive Director is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally and acting as a liaison to other community organizations in the area.

Hours: May be part-time 25-30 hours per week, with potential for full-time

Minimum Qualifications

1. Bachelor's Degree preferred and/or combination of education and experience in a discipline related to downtown revitalization such as public relations, public administration, marketing, design. Focus on four strategic areas: marketing and promotions, capacity building, design and preservation and business recruitment/retention. Non-profit administration and/or small business development a plus. Must be sensitive to design and preservation issues and demonstrate experience in nonprofit management.
2. Experience with Missouri Main Street Connection and/or Main Street Management Certification preferred.
3. Proficient with Microsoft applications utilizing Word, Excel, and presentation applications.
4. In addition, skills and qualifications necessary: dependable, meeting facilitation, dynamic self-starter, excellent oral and written communication skills, confident fundraiser, advocacy skills, strong computer skills, effective time management skills, travel independently, occasional evening assignments.

For the complete Job Description, please visit:

www.downtownbluesprings.com/about-us/opportunities

Send Resume and any supporting materials to:

Blue Springs Downtown Alive!
1100 W. Main Street
Blue Springs, MO 64015

Electronic submissions can be emailed to:

cmiller@amcommbank.com

Deadline for Applications is August 15, 2014. No telephone calls please.