



Executive Director

Position Summary: Main Street Ravenna (MSR) seeks a self-motivated and enterprising executive director to coordinate and oversee the Main Street Ravenna program. MSR is looking for someone to enhance its mission of *celebrating and utilizing downtown Ravenna to establish a place where businesses thrive and people create moments together*

Executive Director of Main Street Ravenna is responsible for facilitating and promoting revitalization focused on downtown Ravenna and while impacting the Ravenna community in general. The Executive Director will work with various stakeholders including, but not limited to residents, community leaders, elected officials and regulators to revitalize and grow the economic footprint of the Ravenna Community.

Main Street Ravenna (MSR), a 501(c)3 nonprofit business; an affiliate member of Heritage Ohio, with a pending application for full membership. Heritage Ohio is a state organization of The National Trust for Historic Preservation which has been successful in revitalizing historic downtowns and neighborhoods. As a member of this organization, the Executive Director will be required to ensure that MSR meets the educational, professional development and other requirements to maintain its membership.

Reports To: Reports Main Street Ravenna Board of Directors

Hours of Work: Full Time 40 hours/week

Status: Salaried; exempt from overtime provisions of FSLA

Starting Salary: \$40,000 up to \$45,000

Standard work week with flexibility

- Expected to be in the office on average of 50 percent of the time.
- Must be able to work evening and weekend hours to accommodate activities such as Board Meetings, fundraising events and community engagement opportunities.
- Must be able to accommodate business travel, including occasional overnight trips as required by membership in Heritage Ohio (e.g. workshops, training and conferences)

Essential Responsibilities include, but are not limited to:

- Participate with the Board of Directors in developing a vision and strategic plan with goals and objectives to guide the organization in a strategic direction to pursue the organizations mission; develop and improve operations and create new opportunities to further the mission of the organization; act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Report regularly to the Board of Directors on a variety of items; identify, assess and inform the Board of Directors of internal and external issues that affect the organization

- Act as a spokesperson for Main Street Ravenna; represent the organization at community activities to enhance the organization's community profile, including creating and enhancing partnerships with city leaders, business owners, and other organizations
- Provide support to the Board by providing meeting agenda and supporting materials
- Assist the board with financial planning and management including research, fundraising development, and grant writing to maintain and increase the funds of the organization
- Maintain documents and materials of Main Street Ravenna; ensure sound bookkeeping and accounting procedures are followed, ensure that the organization complies with all legislation covering taxation, withholding, and is properly informed about conditions and limitations concerning insurance coverage
- Oversee the day to day operations of the organization.
- Understand and maintain membership requirement such that Main Street Ravenna remains a member in good standing with the requirements of Heritage Ohio and The National Trust for Preservation.

Other duties as needed or assigned by the Board of Directors

Education and Experience:

Preferred: Bachelor's Degree from an accredited college or university and experience with public relations, event planning, and Community Development.

Knowledge, Skills and Abilities: In addition to the minimum qualifications, the successful applicant will demonstrate skills and experience that are included in the following areas

- Knowledge of leadership and management skills as related to a nonprofit organization including fundraising, marketing and grant writing preferred
- An appreciation for and understanding of historic preservation/revitalization; business development and community involvement
- Managing and sustaining different revenue streams including programs fees, donations, and grants
- Evaluation of community needs and interests and the ability to communicate effectively with City leaders, business owners, volunteers and other organizations committed to the redevelopment of Ravenna;
- Excellent organization and decision making skills and capable of functioning in an independent environment with the ability to effectively plan and manage activities.
- Superior written and verbal communication skills and a knowledge base of both social and traditional media;
- Understanding of technology and software programs related to management and office operations;
- Interpersonal Skills- the ability to develop working relationships with various stakeholders

Must have the ability to:

- Business travel with potential overnight trips
- Maintain a valid driver's license with appropriate auto insurance.
- Pass a background check.