



Executive Director Posting and Job Description

Destination Downtown Edenton, Inc. (“DDE”) is seeking an Executive Director. The position reports to DDE Board of Directors responsible for the development and implementation of the Town’s Main Street Program.

The Executive Director is responsible for coordinating activity within Downtown Edenton that utilizes historic preservation as an integral foundation for downtown economic development.

Salary and benefit package commensurate with experience.

Interested candidates should email resume and cover letter to:
destinationdowntonedenton@gmail.com

Executive Director Job Description

Work Objectives:

The Executive Director will initiate and promote programs to improve, preserve and enhance the downtown and promote the improvement, overall appearance and economic vitality of the area.

He/she will coordinate activity that utilizes historic preservation as an integral foundation for downtown economic development.

He/she 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 locally as well as for representing the community regionally and nationally as appropriate. In addition, the Executive Director should help guide the organization as it grows and as its objectives evolve.

Full Range of Duties Performed by Executive

Director: The Executive Director should carry out the following tasks:

- Play a lead role in working with the DDE Board of Directors and other partners to create a coherent vision for the economic development of downtown Edenton and to recruit target markets for business development; therefore, bringing together property owners, businesses, community partners and essential tools to

spur increased business activity in the downtown area. Coordinate activity of DDE committees, ensuring that communication between committees and the Board of Directors is well established and assist committees with implementation of plans to meet current goals. Ensure that committee goals and implementation are not duplicated among committees.

- Manage all administrative aspects of DDE, including purchasing, record keeping, budget development and accounting, while ensuring that all reports required by city, county, state and federal governing bodies and funding agencies are accurate and up to date. Supervise any full-time or part-time employees or consultants.
- Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district and be mindful of the roles of various downtown interest groups.
- Assist the DDE's Board of Directors and committees in developing an annual action plan for implementing a downtown economic development program focused on four areas:
 1. Design/Historic Preservation
 2. Promotion
 3. Organization/Management
 4. Economic Vitality/Development
- Develop and conduct ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of the goals and objective of DDE. Use speaking engagements, media interviews and personal appearances to keep the program in the public eye.
- Assist individual tenants, property owners, or potential business owners by guiding them to appropriate resources on topics such as physical building improvements, license and permit requirements, small business guidance, tax information, building availability, etc.
- Advise downtown merchants and/or Chamber of Commerce on DDE's activities and goals; help coordinate joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events and attract people downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspect of the promotion in order to advance an image of quality for the downtown.
- Update the DDE website as needed so that it will serve as a tool for promoting current and ongoing activities in the downtown area.
- Help build strong and productive working relationships with appropriate public agencies at the local and state levels.
- Serve as facility manager of all DDE owned, leased and operated facilities. Attend relevant professional conferences and serve on boards and committees that will promote professional growth and be conducive to networking among other Main Street programs.
- Attend all board meetings and board standing committee meetings; attend event

committee meetings as time permits.

- Perform other duties and responsibilities as identified by the Board of Directors.

Resource Management Responsibilities:

The Executive Director supervises any temporary or permanent employees, as well as professional consultants. He/she participates in personnel and program evaluations annually. The Executive Director maintains local Main Street program records and reports, establishes technical resource files and libraries and prepares regular reports for the state Main Street program and National Main Street Center. The Executive Director monitor the annual program budget and maintains financial records.

Job Knowledge and Skills Required:

The Executive Director should have a Bachelor's Degree and experience in one or more of the following areas:

- Architecture
- Historic Preservation
- Economic Development
- Economics
- Public Relations
- Design
- Planning
- Business Administration
- Public Administration
- Volunteer or Non-profit Administration and/or Small Business Development
Urban Planning

The Executive Director must be sensitive to design and preservation issues the Executive Director must understand the issues confronting downtown business people, property owners, public agencies and community organization and possess good public relation skills. The Executive Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential.