

Employment Opportunity

Mebane Main Street Executive Director

The Downtown Mebane Development Corporation (DMDC) is seeking a full-time Executive Director to manage the day-to-day operations of the Mebane Main Street program.

Program History

In January 2020, Mebane was selected to participate in the North Carolina Main Street program as a Downtown Associate Community. In July 2023, Mebane Main Street became the 70th designated program in North Carolina. It is a Main Street America affiliate community with eligibility for accredited status in January 2025.

Location

Mebane is predominantly in Alamance County with its eastern city limits in Orange County. One of the fastest growing municipalities in the state, Mebane's 2020 population of 17,472 is 53 percent greater than in 2010, and it continues to increase at an average rate of 3.6 percent annually. This growth is fueled by Mebane's proximity to the Greensboro-Winston-Salem-High Point Combined Statistical Area to the west and the Raleigh-Durham-Chapel Hill Combined Statistical Area to the east, representing a total population of more than 3.7 million residents.

Downtown Mebane is two miles from exit 154 on the I-40/I-85 corridor. The Mebane Commercial Historic District is listed on the National Register of Historic Places, with 31 of the 33 resources identified as contributing.

Executive Director Position Description

The DMDC Executive Director is a full-time employee of the 501(c)(3) organization, managed by a nine-member Board of Directors. The Executive Director will be responsible for coordinating the Main Street Four-Point Approach as outlined in the Downtown Mebane Economic Development Implementation Plan. Responsibilities include but are not limited to:

- **Organization:** Maintain records and statistics pertaining to the district, including property and business inventories. Submit all reports, documents and statistics by established deadlines to the NC Main Street Program and any/all agencies as required to maintain NC Main Street designated status, corporate status, and nonprofit status. Attend all NC Main Street meetings as required. Manage the day-to-day affairs of the nonprofit Board of Directors and committees. Assist the Board of Directors in establishing and maintaining a volunteer base for committees and events. Assist the Board with managing the nonprofit budget and fundraising as necessary.
- **Promotion:** Maintain Downtown Mebane social media platforms that promote the district and the nonprofit organization. Assist in coordinating events that support the strategies of the Mebane Economic Development Implementation Plan.

- **Design:** Assist business owners and property owners in planning physical improvements to buildings that are in keeping with the historic nature of the district. Work with city staff on appropriate improvements to public spaces and the streetscape.
- **Economic Vitality:** Serve as a point of contact for available spaces within the district and assist new businesses with navigating the process for opening a business in Downtown Mebane. Assist in proactively recruiting businesses that the market will support. Serve as a local resource for developers who are assembling a project within the district.

Required Skills and Education

Candidates must have demonstrated strong organizational skills; excellent verbal and written communication skills; the ability to manage design and execution of promotional activities; be able to plan, execute, and achieve short- and long-range goals for the organization; establish and maintain effective and positive relationships with stakeholders; and have significant computer proficiency, including social media, Microsoft Office, and Google Suite skills. Willingness to work a flexible schedule including occasional nights/weekends is essential. Must be able to do light lifting, up to 25 pounds and maintain a valid NC driver's license.

A combination of education and experience equivalent to graduation from an accredited college or university with a major in business management, nonprofit, planning, marketing, downtown development, or related field. A bachelor's in Business Administration, Public Administration, Economic Development, Communications, or a related field, with at least three (3) years in a professional office environment with experience in communication and project management is preferred but not required. Special consideration will be given to candidates with an established record of grant writing and experience working with the Main Street America program or related program with a proven record of accomplishment.

Salary and Benefits

\$60,000 plus benefits.

How to Apply

Please submit a letter of interest and resume to mainstreet@cityofmebane.com with "DMDC Executive Director Position" in the subject line of the email. The DMDC Board of Directors will begin reviewing applications as they are received. The position is open until filled.

All offers of employment are subject to successful completion of a background check.