

## **Director for the Nashville Main Street Program**

The City of Nashville is accepting applications/resumes for the position of a Director for the Nashville Main Street Program. This position is responsible for the development and implementation of strategies to attract businesses to the downtown district, insures compliance with Main Street Program, recruits volunteers, and composes marketing material for promoting and advertising the Downtown District. This person will be responsible for coordinating all project activities for all City events locally as well as for representing the community regionally as needed. This position also manages all administrative aspects of the Main Street Program including purchasing, record keeping, budget development. Also, prepares all reports required by the coordination Main Street Program, fund raisers, grants, and any other administrative reports required. Will be responsible for developing and conducting ongoing public awareness programs designed to enhance appreciation of the downtown area, foster an understanding of the Main Street's programs and goals along with keeping the program highly visible in the community. The position also manages and oversees the Nashville Farmers Market.

This position is also responsible for working with the Georgia Department of Community Affairs, the Southern Georgia Regional Commission, the Berrien County Chamber of Commerce, the Downtown Development Authority, the Historic Preservation Program, and the Downtown Merchant Association. The Main Street Director will report directly to the City Manager and the Main Street Advisory Board of Directors. This position requires:

- Knowledge of Federal and Main Street program principles and goals
- Knowledge of Federal and Main Street program Four Point Approach
- Economic development and business retention and recruitment
- Knowledge of the City's operations, zoning ordinances and land use plans
- Skill in dealing with public and private enterprises
- Ability to research, compose and submit grant applications
- Overseeing fundraising planning and implementation
- Must have excellent public speaking and conflict resolution skills along with written communication skills
- Must be entrepreneurial, energetic, imaginative, well organized and be able to function effectively alone and with others

Minimum Requirements in order to qualify for this position are:

- College Degree related to economic development or equivalent education required
- Five years experience in economic development, public relations, planning, business administration, fundraising, marketing, community organization, nonprofit administration, volunteer coordination, and/or small business development.
- Experience with the Main Street Program recommended but not required
- Experience in grant writing and implementation recommended but not required
  
- A combination of education and experience of minimum requirements will be acceptable.

Salary and hours will be based on the combination of education, training, and experience.

Applications/Resume should be sent to: City of Nashville, P.O. Box 495, Nashville, GA 31639, Attn: City Manager. Open until filled. E.O.E.