

Position Title: Executive Director

Organization: Holton Main Street

City: Holton

State: Kansas

Job Type: Part-Time Main Street Executive Director

Posting Date: July 28, 2010

Closing Date: August 27, 2010

Salary: \$18,000

Website: <http://www.holtonmainstreet.org/>

This is a part time position. The candidate should have education and/or experience in one or more of the following areas: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration, commercial district management, and/or small business development. The Executive Director must understand the issues facing the downtown business owners, building owners, public agencies and community organizations.

The Executive Director should possess exceptional interpersonal and communication skills. The candidate must be energetic, imaginative, well organized and capable of functioning effectively in an independent setting. He/she must be tenacious and not easily discouraged. He/She should be diplomatic and able to work with diverse groups in an effective manner along with the ability to manage multiple projects, meet deadlines, and establish priorities. Excellent written and verbal communication skills are essential. Supervisory skills are desirable. He/She must be able to work a flexible schedule, including evenings and weekends and attend off-premise events, such as meetings, special events and seminars. Duties of the position often include early morning and late evening meetings, sometimes all in the same day. Some travel is required, including mandatory Main Street training which includes at least five overnight stays during the year.

Residency: Prefer that the candidate reside in Jackson County.

To apply: Please complete the application form posted on the website along with a cover letter, resume and writing samples (newsletter, press releases, etc.) and mail to Holton Main Street, PO Box 215, Holton, KS 66436. Application packet must be postmarked by August 27, 2010.