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Claremore Main Street Executive Director

Description

Claremore Main Street Executive Director

Job Description

The primary function of the Executive Director is to direct and lead the implementation of the organization's philosophy, mission, and strategy; and to implement the strategic goals and objectives of the organization.

The new Executive Director will need established experience and knowledge of, or the demonstrable ability to learn:

- Non-profit management and operations
- Public policy and civic processes
- Economic and community development
- Communications and marketing
- Event production and activation
- Place-making strategies and practices
- Urban planning and historic preservation
- Fund raising and grant writing

Job Functions

The Executive Director functions as the leader of the organization with the Board of Directors providing oversight, guidance and support for the activities and initiatives presented by Main Street staff. The Executive Director must be flexible and open to change, operate in a collaborative mode, possess a clear vision for the future, and maintain an entrepreneurial spirit that sets the tone and pace of the organization. A successful Executive Director will be an advocate for positive change and an asset to other existing community stakeholders and organizations.

Downtown Economic Development – Plans and implements economic development strategies that strengthens, attracts and expands business opportunities within the geographic boundaries of downtown Claremore.

Marketing and Public Relations – Assures the organization and its mission, programs, products and services are consistently presented in strong, positive images to relevant stakeholders. Maintains effective working relationships with community partners and represents both Main Street Claremore and Downtown Claremore in general to the public and the media.

Strategic Planning - Leads the development of current and long-term organizational goals and objectives that align with the community vision and the Board of Directors; develops and implements the policies and procedures for operations; implements actions and establishes milestone to which the organizational actions can be measured; and provides opportunities for stakeholder engagement/involvement in organizational plans.

Organization's Programs, Products and Services Delivery – Oversees the design, marketing, promotion, delivery and quality of all programs, products, and services.

Resource Development and Budgeting – Explores, initiates and expands innovative resource development including aggressive growth in earned income and grants. The Director sets audacious plans and then identifies resource requirements, researches multiple revenue sources, and establishes strategies to develop new customers and new revenue, writes and submits proposals and grants requests, and administers financial records that properly document operation and guide implementation. The Director identifies opportunities to grow AND where the resources can come from to achieve that growth.

Financial and General Administration – Develops and manages the organization's budget as the essential extension of the organizational strategic plan; directs the forecast of funds needed for staffing, equipment materials, and supplies; directs, monitors, and approves expenditures; and ensures the organization is compliant with all federal, state and local laws.

Human Resource Management – Handles all aspects of human resource management including hiring and termination, the development of position descriptions, setting compensation, applying board-approved employee policies and benefits in accordance with federal and state requirement, and directly supervises staff.

Board Administration and Support – Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff.

Salary range \$35,000-\$45,000 commensurate with education and experience, annual bonuses based on performance toward program growth targets.

The position will remain open until filled. Resumes submitted by May 30, 2019 are guaranteed review.

Interested applicants should send a cover letter and resume to:

Executive Director Search Committee

c/o Claremore Main Street

419 W. Will Rogers Blvd.

Claremore, OK 74017

Job Information

Location:

Claremore, Oklahoma, 74017,
United States

Position Title:

Executive Director

Entry Level:

No

Job ID:

48226355

Company Name:

Claremore Main Street

Job Type:

Full-Time

Posted:

May 3, 2019

Job Function:

Executive

Salary:

\$35,000.00 - \$45,000.00
(Yearly Salary)

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