

**The Ukiah Main Street Program
Executive Director Recruitment
Posted August 13, 2010**

Job Title: Executive Director
Full-Time: 40+ Hours per Week
Reports to: Board of Directors
Start Date: October 1, 2010

Application Instructions: Please mail your resume, three letters of recommendation, and a response to the following question:

What are your ideas for economic development in the downtown given the current state of the economy? to:

Ukiah Main Street Program
c/o 385 Hillview Avenue
Ukiah, California 95482

Submissions must be postmarked no later than Friday, September 3, 2010.

Program Summary: The Ukiah Main Street Program (UMSP), a Certified State and National Main Street Community, is dedicated to the revitalization of downtown Ukiah through promotions, economic redevelopment, organization, and beautification projects. The UMSP is an Equal Opportunity Employer.

Job Description: The Executive Director provides leadership for the activities of the organization to obtain optimum efficiency and economy of operations and to advance the mission, goals and objectives of the Ukiah Main Street Program. The position is at-will and based on a one-year contract.

Job Requirements:

A minimum requirement of a Bachelor's Degree in Business Administration or a related field and/or five years managerial and supervisory experience. Most desirable candidate would be a National Trust Main Street Center Certified Professional Main Street Manager. Must be computer proficient, with working knowledge of Microsoft Office Products; to include Access and Power Point. Practical application and understanding of budgeting and general accounting principles, with proficient knowledge of QuickBooks. Experience in fundraising and promotions preferred, including use of social media and basic website maintenance. The job entails a flexible work schedule, to include some evenings, nights and weekends. Must be capable of attending a minimum of two State and/or National Certified Main Street Conferences per year. The use of one's personal vehicle is required.

Ability to...

- Plan, organize, manage, coordinate, and supervise the functions and services of UMSP to achieve program goals and efficient operations.
- Develop, formulate, and evaluate recommendations on improvements to UMSP operations, programs, and services.
- Prepare and administer the organization's budget and oversee fiscal controls, to include banking, accounts receivable, accounts payable, payroll and tax filings.
- Prepare and maintain clear, accurate, and concise records and reports.
- Coordinate the preparation of meeting agendas for the Board of Directors and various committees, as well as attend said meetings.
- Direct the gathering, organization, analysis, and presentation of a variety of data and information.

- Provide advice and consultation to the Board of Directors and Committee Chairs on the development of programs, events, activities and policies.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent UMSP and the Board of Directors' policies, programs and services with staff, merchants, property owners, community organizations, government agencies and the public.
- Establish and maintain cooperative working relationships and community outreach.
- Demonstrate outstanding written and verbal communication skills and deliver effective presentations.

Compensation Package: \$40,000.00 annually, plus: two weeks paid vacation; seven paid holidays; mileage reimbursement for approved, work-related transportation; and limited health benefits.