

McMinnville Downtown Association Manager Job Description

The manager is the central coordinator of the McMinnville Downtown Association's Main Street program. The manager also provides a communication link between committees, ensuring that activities in all four points of the Main Street Approach® are synchronized. The manager oversees daily operations of the MDA. He/She is the chief executive officer whose activities are directed by the Board of Directors.

MINIMUM QUALIFICATIONS

- Self-motivated, self-starter.
- Team oriented – works well with others.
- Organized – capable of simultaneous multiple tasks.
- Visionary – takes initiative.
- Capable of managing people, time and resources.
- Excellent communicator.
- Strong leader and strategic thinker.
- Knowledgeable about the Main Street Program and Four-Point Approach®

PRIMARY RESPONSIBILITIES

- Ensure viability and sustainability of downtown McMinnville, including strategies for maintaining historic integrity of the district.
- Add value to MDA membership.
- Expand membership base; recruitment of new members.
- Supervise the coordination of MDA events, including primary responsibility for sponsorships.
- Report to MDA board to develop vision and strategic plan for the MDA.
- Organize the work flow, MDA staff and committees.
- Oversee the MDA budget, including grant writing, fundraising and sponsorship
- Liaison to City, County, Chamber and MEDP, and Visit McMinnville
- Holds important leadership role in the community
- Attendance at state and national Main Street conferences.
- State and national Main Street reporting requirements
- Along with Board of Directors, drafts MDA policies

PHYSICAL DEMANDS

With reasonable accommodation, “walk” the downtown improvement district and be physically capable of coordinating events and interacting with members and others in the Economic Improvement District on a daily basis and at numerous events. The MDA office is located in a historic building, with access by stairs. Occasional lifting of objects may be required. Some work days and events will require extended working hours.