

Position Overview

The Executive Director will serve as a full-time advocate for the MainStreet Libertyville Program. In conjunction with the MainStreet Board of Directors, business leaders, civic leaders, volunteers and the community at large, the Director will manage the program in accordance with the Four-Point Approach as outlined by the National Trust for Historic Preservation. Annual salary ranges from \$45,000 - \$55,000 plus benefits.

Major Focus

Historic Preservation, Economic Development, Fundraising, Marketing, Public Relations, & Business Administration

Duties

In cooperation with the Board of Directors, develops an annual action plan focused on organization, promotion, design and economic restructuring.

Provides guidance to Committee Chairs to ensure that work plans are developed and executed in accordance with the annual action plan developed by the Board of Directors.

Helps to coordinate fundraising campaigns, membership drives, volunteer development activities, community events, marketing, public relations efforts, revitalization activities, business retention and business recruitment.

Manages all administrative aspects of the program including but not limited to data collection and management, budgeting, accounting, purchasing, report preparation, and record keeping.

Supervises support staff, consultants, and interns.

Serves as the initial contact for public inquires about the MainStreet Libertyville program.

Develops productive working relationships with MainStreet Libertyville business partners and stakeholders to include national, regional and local officials.

Qualifications

Dynamic self-starter with superior time management skills

Exceptional interpersonal skills

Excellent oral and written communication skills

Ability to multi-task and work flexible hours including weekends and evenings

Administrative and supervisory experience with ability to delegate

Expertise in program planning, budgeting, and data management

Bachelors degree or equivalent career experience

Masters degree preferred

Public administration, not-for-profit, and fundraising experience desired

Interested parties should e-mail resume to: lesgalomainstreetsearch@gmail.com