



## MainStreet Executive Director Essentials

### Knowledge, Skills and Abilities

1. Experience with Project Management
2. Able to do Basic Research, Compile and Organize Data
3. Strong Project Management Skills are essential!
4. Strong Resource Development Skills (Grantwriting, fundraising, donor management, etc)
5. Technology-Savvy: Word, Excel, Powerpoint, Internet, WordPress, QuickBooks, etc.
6. Understands Public Relations/Media Tasks; can navigate Social Media (Facebook, YouTube, Instagram, Twitter)
7. Basic Accounting Skills
8. Understands Basic Economic Development Principles; can Grasp Basics of Municipal Financing Tools
9. Able to Grasp Historic Preservation/Design concepts and methodologies
10. Able to Lead/Implement Community or Promotional Events
11. Willing to Travel (often) - Statewide and National
12. Willing to Work Evenings/Weekends when needed (especially if implementing events)
13. Knowledge of Nonprofit and Board Operations
14. Understands Public Relations/Media Tasks

### Interpersonal and Work Styles

15. Relationship-Oriented, Collaborative
16. Confident, Assured
17. Happy and Energetic
18. Even-Tempered, Thick Skinned
19. Organized, Self-Starter
20. Ability to work with all Types/Levels of Government Entities
21. Can Delegate and Multi-task
22. Good Communicator (Oral, Written), Strong Presenter/Public Speaker
23. Able to Defuse Volatile Situations
24. Willing to Participate in Four Points Projects
25. Can Engage Leaders at All Levels (Corporate, Government, Community)
26. Can Mediate, be a "Bridge-Builder"
27. Willing to Recruit, Manage, Oversee and Support Volunteers
28. Problem Solver, Troubleshooter
29. Conscientious: can provide evidence or supporting information that exemplifies diligence in work and relationships and commitment to success.