



MAINSTREET ROSWELL

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MainStreet Roswell seeks a dynamic, experienced Main Street Executive Director to lead its downtown revitalization effort in close conjunction with its board of directors. This 38-year-old Main Street organization is located in Roswell, New Mexico, a community of approximately 48,000 people located in Chaves County of sunny southeastern New Mexico. Main Street is an official, state-certified New Mexico Main Street organization.

The Executive Director is responsible for:

Major areas of general responsibility:

- Directing the Four-Point-based revitalization efforts in Design, Promotion, Economic Positioning, and Organization
- Working in conjunction with volunteers to plan and implement revitalization projects
- Publicizing the work and accomplishments Main Street organization
- Providing support and direction to the Main Street board
- Coordinating the operation of the Main Street corporation and office
- Complete timely reports to New Mexico Main Street, the City of Roswell and other possible organizations
- Write grants for downtown projects
- Attend required trainings (may be out of Roswell)

Duties specific to the position that may be unusual to the typical Main Street director position, such as:

- Managing a property, including any real estate holdings, special event space, performance space, etc.
- Oversight/management of a significant event
- Will require occasional weekends or after-hours work

The successful candidate will possess the following skills and characteristics necessary for the position.

- This person must be extremely self-motivated, outgoing, organized, multi-tasker, and can easily communicate with people of all backgrounds
- Bachelor's degree in marketing, business, historic preservation, architecture, or related subject is preferred
- Three to five years' experience in a similar position
- Intermediate/advanced computer skills with knowledge of Microsoft Office products, Google Docs, etc.
- Ability to update website/social media
- Physical stamina, reliable transportation and a valid driver's license

This position is a full-time, employee position. Salary range is \$35,000-\$45,000, negotiable depending on experience and qualifications. The position provides paid vacation, comp time, and sick leave.

To apply for the position, send a letter of interest and resume by mail to MainStreet Roswell, PO Box 1328, Roswell, NM 88202 or email jobs@mainstreetroswell.org. Questions about the position may be directed by emailing jobs@mainstreetroswell.org.

Main Street is an equal opportunity employer. Application closing date May 3, 2021