

DOWNTOWN LEE'S SUMMIT MAIN STREET

Job Title: ASSISTANT DIRECTOR

Supervisor: Executive Director

Date: October 8, 2015

FLSA Status: Exempt

Job Summary:

The Assistant Director implements and manages programs and projects that meet the objectives of the Downtown Lee's Summit Master Plan and the mission of Downtown Lee's Summit Main Street (DLSMS) and its downtown revitalization program, which utilizes historic preservation as an integral foundation for downtown economic development. The Assistant Director is primarily responsible for planning and providing implementation, direction and management for policy development, communications, media relations, reports, databases, investor and sponsor management, volunteer recruitment, grant writing and administration, the DLSMS Organization Committee and management of the Downtown Lee's Summit Farmers Market. Performs other duties as assigned by the Executive Director.

Job Scope:

The Assistant Director is responsible for the development, conduct, execution and documentation of Downtown Lee's Summit Main Street policy development, communications, media relations, investor and sponsor management and billing, volunteer recruitment, grant writing and administration, the DLSMS Organization Committee and management of the Downtown Lee's Summit Farmers Market. The Assistant Director is an advocate for DLSMS, providing information, research, reports and background on the goals and accomplishments of DLSMS to business owners, city officials, staff, stakeholders and other organizations.

Essential Duties and Responsibilities:

1. Coordinate and direct the activity of the DLSMS Organization Committee. Develop work plans for the committee. Assist committee volunteers with implementation of work plan items. Oversee the coordination of committee agendas, meetings, minutes and correspondence.
2. Assist the Communications Coordinator in the coordination and direction of communications and media relations efforts for the organization, including, but not limited to, weekly stakeholder and customer updates, news releases, media requests and social media posts and photographs.
3. Assist in the business retention, expansion and recruitment, including providing information, expertise and referrals to business and property owners, to enhance the quality of retail and commercial spaces.
4. Work with the City of Lee's Summit and Lee's Summit Economic Development Council in documenting new, expanding, relocating and closing Downtown Core businesses.

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5. Meet with new business owners to gather economic development statistics.
6. Create and file quarterly economic development reports with the National Main Street Trust and Missouri Main Street Connection.
7. Regularly maintain business databases and investor databases.
8. Assist in obtaining and retaining investors and sponsorships.
9. Responsible for billing and accounting of investor and sponsor contributions.
10. Manage sponsorship fulfillment and follow-up, working closely with the Events Director and Communications Coordinator.
11. Secure and coordinate volunteers and interns. Delegate duties to volunteers and interns.
12. Work to identify and develop additional funding sources to augment DLSMS's existing revenues, including utilization of grant programs.
13. Manage the Downtown Farmers Market and the Farmers Market Committee. Develop all work plans for the Farmers Market. Assist committee volunteers with implementation of work plan items. Oversee the coordination of committee agendas, meetings, minutes and correspondence.
14. Assist with all DLSMS events, activities and meetings, as assigned by the executive director.
15. Assist the Executive Director with the coordination of the Downtown Lee's Summit Community Improvement District (CID).
16. Coordinate code, utilities and city department logistics for DLSMS fundraisers, including, but not limited to, Downtown Days and Piccadilly Gala, the organization's primary fundraising events.
17. Maintain membership in and/or presence at partner organization activities, including, but not limited to, Lee's Summit Chamber of Commerce, Lee's Summit School District and Lee's Summit CARES.
18. Continue annual and quarterly training in the Main Street Four-Point Approach and other best practices as provided by the National Trust for Historic Preservation, the National Trust Main Street Center and other professional organizations.

The Essential Duties and Responsibilities list is intended only as illustrations of the various types of work that are to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

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Minimum Qualifications:

1. Bachelor's degree in communications or related field with nonprofit experience a plus.
2. Demonstrated experience in and knowledge of event and promotion management.
3. Proficient with Microsoft applications utilizing Word, Excel and presentation applications.
4. Proficient in database, survey and eBlast applications.
5. Budgeting, accounting and strategic planning experience.
6. Combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical activity of this position: The physical activity of this position:

- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discrimination in sound.
- Mental acuity. Ability to make rational decisions through sound logic and deductive processes.
- Repetitive motion. Substantial movements (motions) of the wrist, hands and/or fingers.
- Speaking. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

The physical requirements of this position:

- Primarily sedentary work. Exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time with walking and standing required only occasionally. Ability to walk upstairs.

The visual acuity requirements including color, depth perception and field vision:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from internal temperature fluctuations.

DLSMS Vision Statement: Downtown is the heart of Lee's Summit; a commercially vibrant, family destination. It is an urban village with a mixture of uses, including specialty shops and restaurants, compatible residential development and City Hall that makes an important civic statement. It is, and will remain a place of experience – people walking, music playing, events happening – a public environment.