



**Job Title:** Assistant Director

**Supervisor:** Executive Director

**Date:** May 21, 2021

Full-time

Salary Range: \$40,000-\$45,000

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**Who We Are:**

We're a small, close-knit staff that, with the support of our community, works hard to make our downtown a vibrant and inviting home for locally owned businesses. We're the cheerleaders and the support system for our downtown businesses. We host over 100 days of community events that help to draw hundreds of thousands of people each year to Downtown Lee's Summit. We rely on the support of volunteers donating thousands of hours of service each year to help make it all possible. No two days are ever the same and that's part of the excitement and the reward.

**About DLSMS, Inc.:**

Founded in 1989 by a group of visionary business and civic leaders to revitalize the heart of their community, Downtown Lee's Summit Main Street, Inc. is a nationally-recognized and accredited 501c3 nonprofit organization dedicated to the revitalization of Downtown Lee's Summit. DLSMS implements the National Trust Main Street Center Four-Point Approach® to commercial district revitalization, a community-driven effort to create strong social cohesion and economic opportunity. DLSMS has won multiple state and national awards for excellence in downtown revitalization and management, including the 2010 Great American Main Street Award® and the 2019 Great Neighborhood Award from the American Planning Association.

**Purpose of Position:**

The Assistant Director works collaboratively with staff and volunteers to support the mission to promote, enhance and preserve the heart of our city with key leadership in fund development, the Downtown Lee's Summit Farmers Market, volunteer management, and policy development.

**Who We Need:**

People often describe you as organized, outgoing, someone that loves meeting new people and making invaluable connections. You value teamwork and appreciate the opportunity to collaborate closely with others, while comfortably taking a leadership role as needed. You enjoy investigating new & innovative ways to tackle a problem. You rarely miss an important deadline and you're energized by a good project plan. You

appreciate the value of a flexible work schedule that includes some nights, weekends and outdoor events.

### **Key Tasks and Responsibilities:**

- Lead in the recruitment and retention of investors and event sponsors.
- Manage the Downtown Farmers Market and the Farmers Market Committee by developing and implementing work plans and overseeing the coordination of committee agendas, meetings, minutes and correspondence.
- Coordinate and direct the activity of the DLSMS Organization and Economic Enhancement Committees by developing and implementing work plans for the committee and overseeing the coordination of committee agenda, meetings, minutes and correspondence.
  - *The purpose of the Organization committee is to get everyone working toward the same goal. It builds consensus and cooperation among the groups that have an important stake in downtown. It also works to recruit volunteers, gives input on organizational structure, and helps to build strong committees.*
  - *The purpose of the Economic Enhancement committee is to identify new market opportunities for downtown, find new uses for historic commercial buildings, and stimulate investment in property. It also assists with business expansion, retention, and recruitment.*
- Manage sponsorship fulfillment and follow-up, working closely with the Events Director and Creative Content and Design Coordinator.
- Lead and assist the Creative Content and Design Coordinator in the coordination and direction of communications and media relations efforts for the organization, including, but not limited to, stakeholder and customer updates, news releases, media requests and social media posts and photographs.
- Responsible for billing and accounting of investor and sponsor contributions.
- Work with the Events Director to secure and coordinate volunteers and interns. Delegate duties to volunteers and interns.

- Work to identify and develop additional funding sources to augment DLSMS's existing revenues, including utilization of grant programs.
- Assist with all DLSMS events, activities, and meetings, as assigned by the Executive Director.
- Maintain membership in and/or presence at partner organization activities, as assigned.
- Maintain continuing education through the National and State Main Street programs and adhere to best practices laid out by the Main Street Four Point Approach, National Trust for Historic Preservation, National Trust Main Street Center and other professional organizations.
- Other duties as assigned.

**Preferred Qualifications:**

1. Bachelor's degree and 5 + year experience in communications, nonprofit, marketing, tourism or another related field.
2. Excellent interpersonal and communication skills, including experience with and comfort in interacting with donors, sponsors and other key stakeholders.
3. Highly detail-oriented with strong organization, time management, and project management skills, including the ability to juggle multiple projects and deadlines.

**Minimum Qualifications:**

1. Associate degree and/or 5 + year work experience in communications, nonprofit, marketing, tourism, or another related field.
2. Demonstrated experience in and knowledge of fundraising, grant writing and sponsorship fulfillment.
3. Proficient with database, survey and electronic communications.
4. Budgeting, accounting, and strategic planning experience.
5. Ability to manage multiple projects while upholding a high attention to detail and meeting project deadlines.

Vision: *Downtown Lee's Summit is the past, present, and future heart of our community.*

Mission: *The mission of Downtown Lee's Summit Main Street is to promote, enhance, and preserve the heart of our city by cultivating a diverse mix of businesses, cultural and family-friendly events, unique housing options, and inclusive public spaces.*

*Downtown Lee's Summit Main Street is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status or any other characteristic protected by law.*