



Port Main Street, Inc. Executive Director

Does making a difference in a community through your efforts that seek to improve the economic well-being and quality of life for one of the 36 Main Street Communities in Wisconsin, right on Lake Michigan, sound like your passion?

Port Main Street is searching for such an energetic individual to join the team to lead and execute a comprehensive downtown program.

1. Community Development – knowledgeable in the principles driving a community’s economic development, 28 blocks and over 125 businesses (all sizes), effectively communicate strategies to the Board of Directors and others regarding economic development, business retention and recruitment efforts, all to develop a center of activity and ensure economic growth.
2. Program Operation – Manage and/or execute all aspects of the Main Street Program: including daily operations, purchasing, systems of records and the documents/records, budget tracking, bookkeeping, prepare all reports required by funding agencies and the Wisconsin Main Street (WEDC) program and by the National Main Street Center, execute the board’s decisions, provide follow up reports and analysis.
3. Program Oversight - marketing materials, press releases, grant writing, fundraising, planning of events and festivals, media relations, and overall promotion of Port Washington.
4. Historic Preservation – enhance the identity of Port’s small town charm while preserving a sense of history as well as coordinate and collaborate with Port’s Historical Society.

The selected individual will collaborate with a variety of stakeholders.

- Board of Directors (Board), officers, committees, volunteers
- Port Washington Business Improvement District (BID) property and business owners
- Supporters without Voting Rights (Supporters)
- Local business community at large, service organizations and local and state government officials

Candidates holding the following qualifications will be considered;

- Bachelor’s Degree in Business Management or equivalent
- Ability to manage multiple priorities, groups and initiatives
- Engage with key representatives in the community to build lasting relationships
- Resourceful and creates efficiencies using technology or other cost-effective measures
- Effectively delegates work to a diverse mix of volunteers yet held accountable for obtaining results
- Must have strong interpersonal skills as well as excellent verbal and written communications skills

To learn more about this opportunity and terms of employment visit:

http://www.visitportwashington.com/main_street/about/

If this opportunity describes and excites you - and you are ready to build a new and brighter future for not only the business community but residents and visitors, please electronically submit your credentials, resume,

and references to director@visitportwashington.com. Resumes accepted until 12/1/2018, followed by qualified candidate interviews, and selected candidate to start on 1/2/2019.