



## Job Description – Executive Director of Main Street Lexington

### Overview

Main Street Lexington (MSL) seeks a dynamic and highly motivated individual to provide executive leadership to assist the MSL Board of Directors, committees, staff and volunteers in the achievement of the MSL Mission:

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*Main Street Lexington is a volunteer-based organization whose mission is to support, enhance and promote downtown Lexington.*

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The Executive Director shall be the on-site staff person responsible for coordinating all organizational activities including, but not limited to, MSL strategic planning, budgeting, grant applications, fundraising, event management, reporting to Main Street America (MSA) and Virginia Main Street (VMS) to maintain accreditation, compliance, coordinating volunteer activities, gathering input from all constituencies and partners, and representing the organization on the local, regional, and national levels. The Executive Director is also responsible for managing part-time staff.

### Primary Duties

- Develop and maintain strong working relationships with downtown businesses, property owners, city and county governments, the Chamber of Commerce, local universities, residents, civic organizations and other stakeholders to support, enhance and promote downtown Lexington as well as the MSL organization.
- Identify resources, partners, and organizations that can assist with economic development, sustaining downtown vitality, and implementing MSL strategic goals.
- Support and manage MSL staff, volunteers, and the MSL Board; assist with recruitment and retention of MSL Board Members and volunteers.

- Manage the administrative aspects of MSL including budget implementation, project facilitation, report preparation, grant procurement, and others as identified.
- Collect data and track downtown improvements and asset inventories for required VMS reporting.
- Attend professional development activities and other meetings required by VMS.
- Manage MSL committees responsible for downtown events and festivals.

## Qualifications

The ideal candidate for the Executive Director position would be a community-minded, engaged professional who is a self-starter and productive in a dynamic work environment, with experience or interest in small business management, public relations, community development, or a complimentary field. The candidate should possess excellent written and verbal communication skills, organizational skills, and computer skills. Experience managing a small team of part-time staff is desirable. Proficiency with graphic design is a plus.

## The Position

The Executive Director is a full-time, contract position that allows for some flexibility in schedule, and requires work on occasional weekends and evenings based on the organization's event schedule (40 hours per week at \$45,000 - \$54,000 annual compensation).

## Application

Interested applicants should submit a resume and a cover letter that speaks to how their values and experience fit with the MSL organization's mission and vision to the MSL ED

Hiring Committee at: [mainstreetlex.jobs@gmail.com](mailto:mainstreetlex.jobs@gmail.com)

The review of applications will begin on November 18, 2024, and continue until the position is filled.

*Main Street Lexington is an equal opportunity employer and does not discriminate through employment or the provision of services, on the basis of race, color, religion, national origin, gender, age, disability, or sexual orientation. This job description is subject to change at the sole discretion of the Board of Directors of Main Street Lexington.*