

The board of directors of the Marshalltown Central Business District (MCBD) is **seeking a community leader** who is passionate about supporting the businesses and downtown of Marshalltown, Iowa, to serve as executive director. Celebrating its 18<sup>th</sup> year as a Main Street Community the MCBD works to help build strong businesses, preserve its historic district, and create a beautiful downtown. Candidates who are self-driven, well organized, have outstanding communication skills and are passionate about building stronger communities are encouraged to apply. This is a full-time position.

Requirements include:

- Bachelor's Degree and leadership experience in business, community development, administration, non-profit management or related field preferred
- Demonstrated ability to manage the work of volunteers, committee chairs and day to day operations of a non-profit organization
- Experience in community or agency leadership

Knowledge and Competency:

- Administrative experience in leading a business, non-profit agency or organization
- Successful leadership in recruiting and working with community partners, boards of directors, and volunteer groups
- Ability to professionally represent the MCBD in and cultivate community involvement
- Experience in managing fundraising efforts and the grant writing process
- Skills in managing communications through online presence, social media, email and in person.
- Experience recruiting and managing volunteer organizational leaders, committee chairs and project leads
- Lead efforts to produce professional marketing materials, ability to manage all social media, and website maintenance
- Ability to lead multiple projects in an effective and organized manner, with clear communication across the organization on actions and progress

Responsibilities:

- Represent MCBD and serve as the liaison with civic, social, governmental, and nonprofit agencies to ensure the interests and goals of MCBD are fulfilled
- Provide support to the MCBD Board of Directors and committee chairs through continuous communication, meeting preparation and follow up
- Identify and cultivate new business, development and preservation opportunities
- Assist in the development, management and implementation of the annual budget, policies and procedures and the strategic plan

- Responsible for financial management of all MCBBD accounts and reporting to the Treasurer and Board of Directors
- Identify and secure grants opportunities for project and organizational funding
- Assist downtown businesses and organizations in utilizing the services offered by the MCBBD, Main Street Iowa and National Main Street programs
- Maintain regular accessibility to those served by email, online social, & phone
- Develop agendas, provide Directors Report, and assure that committee reports are complete for meetings of the Board of Directors
- Retain and manage copies of all documents required for the operation of a non-profit, including Board of Directors meeting minutes, contracts, agreements, grant information
- Support all MCBBD board committees
- Working with the Organization Committee, develop and deploy a marketing strategy across all channels, especially electronic
- Maintain membership and donor records and manage communications with these groups

**Interested candidates may email their resume by April 30<sup>th</sup>, 5 p.m. to:**  
marshalltownmainstreet@gmail.com. Please direct any questions about the position to  
marshalltownmainstreet@gmail.com. For more information about the Marshalltown  
Central Business District visit our website at [www.marshalltownmainstreet.org](http://www.marshalltownmainstreet.org).

The Marshalltown Central Business District is an equal opportunity employer.