

**EXECUTIVE DIRECTOR
KENDALL WHITTIER MAIN STREET
JOB DESCRIPTION**

The Executive Director (ED) is responsible for the daily management of the Kendall Whittier Main Street program (KWMS). As such the ED is employed by and supervised by the KWMS Board of Directors. The ED is the resource person that leads the budget process and is accountable for the expenditure of the allocated budget. The ED is the organizational face of Kendall Whittier Main Street in contacts with stakeholders and raising money for the program. They are responsible for compliance with and coordinating all of the day to day management of KWMS. At the regional and national level, the ED is responsible for coordinating all programs and activities.

RANGE OF DUTIES TO BE PERFORMED:

Manage all administrative aspects of the Main Street Program including, purchasing, record keeping, budget development and accounting. Prepare reports required by the Oklahoma Main Street program and National Main Street Center.

Develop, in conjunction with the Main Street Program's Board of Directors, transformation strategies that are based on historic preservation and utilization of the community's human and economic resources.

Implement the organization's transformation strategies through the Main Street Four-Point Approach: design/historic preservation; promotion and events; organization/management; and economic vitality/development.

Assist KWMS Committees and Task Forces with implementation of individual work plans and ensure communication between committees is well established.

Develop and conduct ongoing public awareness and education programs designed to foster an understanding of the Main Street Program's goals and objectives.

Coordinate speaking engagements, media interviews and personal appearances to keep the Kendall Whittier community in the public eye. Work closely with local media to ensure maximum coverage of community activities.

Be an advocate for the Kendall Whittier community and the KWMS program within the public, private, and non-profit sectors of Tulsa. Help build strong and productive working relationships with appropriate public agencies at the local and state levels.

Assist individual tenants or property owners with physical improvement projects through personal consultation or obtaining and supervising professional design consultants.

Recruit new tenants and property owners into the area; reimagining uses of vacant or underutilized properties.

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Assist KWMS Task Forces with producing community events, seasonal festivals, and other activities to promote Kendall Whittier as a hub of positive activity. Maintain design excellence in aspects of promotion in order to advance an image of quality for the community.

Develop and maintain data systems utilizing the Main Street Program format, to track the process and progress of the Kendall Whittier Main Street Program.

Manage temporary associates as necessary, as well as professional consultants. Participate in project evaluations.

Other duties as assigned.

Qualifications

The ED will be thoroughly committed to Kendall Whittier Main Street and Oklahoma Main Street program's mission. All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree, preferred Master's, with at least 3 years of nonprofit management experience; track record of effectively leading outcomes-based organization and staff; ability to point to specific examples of having developed operational strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and accounting software. Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) a plus
- Bi-Lingual (English/Spanish) literate a plus
- Previous management of an Oklahoma Main Street Program a plus
- Willingness to work a flexible schedule that may include some evenings, weekends and travel