

## Position Announcement

### Executive Director

#### Albemarle Downtown Development Corporation

Albemarle Downtown Development Corporation (ADDC), a non profit 501 C (3) Corporation affiliated with the North Carolina Main Street Program, is seeking an Executive Director to replace the incumbent who has been in the position for over twenty years. The Executive Director reports to the ADDC Board of Directors, members of which are appointed by the Albemarle City Council.

The Executive Director is responsible for the following general functions delineated by the National Main Street Center as revised by North Carolina Main Street Center and ADDC.

1. Initiating and promoting programs to improve, preserve and enhance downtown Albemarle and promote the improvement, overall appearance and economic vitality of the area
2. Coordinating activities within the downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development.
3. Assuming responsibility for the development, conduct, execution and documentation of the Main Street program.

Applicants should have at least a bachelor's level degree with experience relevant to the Main Street mission. Salary range is \$40,000 - \$55,000.

A comprehensive job description and an Application of Employment can be obtained by visiting the website at [www.albemarledowntown.com](http://www.albemarledowntown.com) , contacting Victoria Talbert at (704) 984-9417 or by email at [vtalbert@ci.albemarle.nc.us](mailto:vtalbert@ci.albemarle.nc.us). A completed application, with supporting materials, must be returned to Ray Allen, Albemarle City Manager, P.O. Box 190, Albemarle NC 28002. Applications will be accepted up to the time the position is filled. It is anticipated that the starting date will be July 1, 2010.

Albemarle (Stanly County) has a population of 16,000 and is located on the western edge of the Uwharrie Mountains in the Yadkin-Pee Dee lakes region. Outdoor recreational opportunities are plentiful and accessible.