

## **Main Street Manager**

The Roanoke Avenue Business Alliance (RABA), in conjunction with the City of Roanoke Rapids, NC ("City"), population 16,550, and a newly designated Main Street Community, seeks a highly motivated professional for the position of a Main Street Manager.

### **Brief Job Description:**

Analyzes and develops revitalization strategies and recommendations in consultation with the appropriate advisory bodies and coordinates their implementation to achieve project goals as set forth by the NC Main Street Program, RABA, and the City. This position is a new position and will be a joint position for both RABA and the City.

### **Essential Job Functions:**

Develop and lead revitalization strategies and recommendations for the historic downtown business district. Work in conjunction with the appropriate advisory groups to implement the National Main Street Center's Four Point Approach® of Organization, Design, Promotion and Economic Restructuring to reach project goals for downtown revitalization as determined by RABA and the City. This is a newly developed position and will be a joint position between RABA and the City. Serves as Manager of the downtown revitalization program which includes coordinating downtown organization, promotion, design and economic restructuring/development activities. Works with local organizations to focus on downtown improvements. Coordinates downtown activities and preservation planning with other governmental entities. Coordinates promotion activities for downtown, including sales promotions, special events, printed materials, heritage tourism and ongoing public relations. Assists tenants and property owners with building improvement projects. Works with public and private sector organizations in beautification, landscaping and public improvement projects. Coordinates economic development programs, including analysis and monitoring, business development and business recruitment. Develops funding support, and administers and seeks grants. Administers all aspects of the program office, including record keeping, purchasing and budget development.

### **Minimum Qualifications:**

Minimum of college diploma or equivalent training in addition to minimum of two years of experience as a Main Street Coordinator or similar position providing services in economic development, redevelopment, design, architecture, historic preservation, public relations, real estate, management, or communications or equivalent combination of education and experience. Familiarity with the Main Street Program initiatives is a minimum requirement. Must have good computer skills including knowledge of Microsoft Access 2007 or higher database software, Microsoft Internet Explorer 6.0 or higher Internet software, Microsoft Excel 2007 or higher spreadsheet software, Microsoft Outlook 2007 or higher, Microsoft PowerPoint 2007 or higher and Microsoft Word 2007 or higher word processing software and Laserfiche document storage and retrieval software.

Hiring Range: \$32,500 to \$37,500 plus benefits

### **To Apply:**

Letter of interest, application (on-line @ [roanokerapidsnc.com](http://roanokerapidsnc.com)) and resume should be submitted to: RABA/Main Street Hiring Committee, PO Box 1227, Roanoke Rapids, NC 27870. Open until filled. Review of applications will begin on