



EXECUTIVE DIRECTOR

Overview

Founded in 1984, the Mississippi Main Street Association (MMSA) is a 501(c)(3) non-profit organization that serves as Mississippi's statewide coordinating program for Main Street America. The mission of the Mississippi Main Street Association is to serve as the catalyst for the preservation and economic revitalization of Mississippi's historic downtowns and traditional commercial districts. MMSA currently serves over 50 local Main Street programs in Mississippi, including 48 Designated Communities.

For more information about MMSA, please visit our website at www.msmainstreet.com.

Job Description

The Executive Director serves as the state coordinator for the Mississippi Main Street Association (MMSA) and leads the organization's administrative, advocacy, and development efforts. The Executive Director is responsible for creating, leading, and implementing a strategic plan in coordination with the MMSA Board of Directors and staff. The Executive Director oversees all staff members, coordinates work with all contractors, and reports to the MMSA Board of Directors.

Duties and Responsibilities

- Spokesperson of the organization – Represent MMSA in a variety of ways, including making presentations, attending events and networking with partner organizations.
- State Coordinator – Serve as State Coordinator of the 501(c)3 non-profit organization with Main Street America.
- Liaison – Act as liaison to the Board of Directors, Executive Committee, Statewide Partners, the Mississippi Legislature, the Mississippi Development Authority, and Main Street America.
- Funding Development – Work with MMSA Board of Directors and staff to develop strategies to initiate and meet fundraising goals.
- Investor Recruitment and Relations – Identify and cultivate relationships with private and corporate foundations and investors. Conduct individual, corporation, and

foundation prospecting, appeals, and investor relations activities. Implement MMSA's Annual Investor program.

- Legislative Advocacy – Responsible for directing MMSA's advocacy efforts and partnerships with other entities in educating our state and local elected officials. Create and execute advocacy plan to deliver relevant and timely information to Main Street directors.
- Membership Development – Collaborate with MMSA staff and board to monitor and oversee MMSA membership levels, dues structure, member services, and benefits.
- Grant Administration – Work with the Director of Grants and Special Projects to file reports and provide updates to granters. Research other possible grant funding sources and assist Director of Grants and Special Projects with writing/reviewing grant narratives, as needed. Maintain contact with and develop grant proposals for foundations and corporations.
- Work with the Director of Community Development to implement community service needs, the collection of semi-annual reinvestment statistics, Main Street America's national accreditation program, and bi-annual program evaluations.
- Work with the Director of Communication and Marketing to develop an annual training program and develop and implement a marketing plan to increase visibility through the MMSA website, social media channels, and traditional media.
- Work with the Director of Business Services to manage and maintain the investor database system and oversee mail solicitations annually.
- Board Retreat and Board Meetings – Plan and prepare for meetings, record minutes, and communicate regularly with executive committee and Director of Communication and Marketing on agenda items.
- Budget – Prepare the annual budget and oversee the fiscal health of MMSA. Work with the Executive Committee, Treasurer, Board of Directors, and staff to manage expenditures and incoming funds.
- Accounting and Financial Oversight – Responsible for providing the Executive Committee and Board of Directors with regular, accurate updates on the fiscal health of MMSA.
- Service Contracts – Provide oversight of any contracts with third-party consultants, work with staff and Executive Committee on any contracted services, consultants, or third-party contracts.
- Ability to work as a leader and as part of a team. Excellent verbal, nonverbal and written communication skills. Detail-oriented and flexible with a fast-changing environment. Ability to plan, take direction, and work independently as well with a team.
- Travel – Up to 1/3 of time spent working in the field. Meet with prospective and current investors and partners, attend networking events and conferences, make speeches about MMSA, and visit Main Street communities.

- Perform other duties and assume additional responsibilities as identified and agreed upon by the Executive Director and the Board of Directors.

Qualifications

- A bachelor's degree and at least 5 years of results-oriented experience is required in non-profit administration, project management, public administration, economic development, and/or community development with increasing responsibilities.
- A master's degree and at least 10 years of results-oriented experience is preferred in non-profit administration, project management, public administration, economic development, and/or community development with increasing responsibilities.
- Excellent interpersonal, written, and verbal skills.
- Creative visionary but with excellent organizational and communication skills
- Highly self-motivated with a positive attitude, and excellent judgment, decision-making, priority-setting, and organizational skills.
- Ability to plan, organize, and work independently while also having experience leading in a team environment.
- Ability to work with a diverse group of people – staff, Board of Directors, local program directors, legislators, state employees, business and organization leaders, including presidents and CEOs, and other partners to further MMSA's mission.
- Finely tuned project management and leadership skills to maximize results.
- Experience preparing and implementing budgets, plans, and reports.
- Ability to present oneself in a convincing and professional manner and to inspire and generate enthusiasm among directors and staff.
- Excellent follow-through and attention to detail.
- Ability to prioritize multiple projects and work within time parameters.
- Ability to work a flexible schedule to meet deadlines, which may include overtime, weekend, and/or evening hours.
- A strong commitment to and ability to communicate the goals and mission of MMSA.
- Ability to maintain a valid Mississippi driver's license.

Location

MMSA is headquartered in Jackson, MS, but this position is available to work remotely from any place within the State of Mississippi. Regular daytime travel and overnight travel to Mississippi communities is required as part of this position. As much as 1/3 of the time will be committed to working in the field, including daytime and overnight travel.

Salary and Benefits

This is a full-time, exempt position with a salary range of \$95,000-115,000, depending on experience and qualifications. MMSA offers excellent benefits, including health insurance, life insurance, a 3% employee match retirement plan, and the ability to earn

the Main Street America Revitalization Professional (MSARP) credential. Other benefits include ten (10) paid holidays and paid personal and medical leave. In addition, a monthly stipend is available to offset home office expenses.

EEO Statement

MMSA is an Equal Opportunity Employer. MMSA does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, sexual identity, or veteran status. All employment is decided on the basis of qualifications, merit, performance, and business needs.

How to Apply

To apply, please follow the application link at www.msmainstreet.com/careers where you will be able to upload your cover letter, resume, references, and salary requirements.

Interested and qualified candidates are encouraged to apply online through Monday, December 18, 2023 at 5 p.m. CST. Initial interviews will begin the week of January 8, 2024.

Questions regarding the position should be directed to MMSA Board President Marlo Dorsey at mdorsey@visithburg.org. No phone calls please.