

OVERVIEW:

The Program Director is responsible for leading and coordinating programs, projects, and initiatives to revitalize historic downtown Saco, Maine in accordance with Goals of the Board of Directors. Reporting to and in partnership with the Saco Main Street Executive Director, the Program Director oversees the operation of the organization and manages its strategies to achieve Saco Main Street's (SMS) goals and mission.

POSITION:

- The Program Director is considered an “at will” employee hired by and directly accountable to the Executive Director and Saco Main Street Board of Directors through its elected Board President.
- The Program Director is a 40 hour per week salaried employee of Saco Main Street compensation, benefits, and policies as outlined in the Employment Agreement.
- The Program Director is to be evaluated annually by the Executive Director.

RESPONSIBILITIES:

Specific areas of responsibility are listed in their order of priority of focus for the Program Director. They include, but are not limited to, the following:

ADMINISTRATION AND MANAGEMENT

- Assist with the administration, general responsibilities, and day-to-day activities of the SMS office and the 15 hour per week Program Coordinator.
- Assist with fundraising and manage event planning.
- Oversee grant requests, funding and implementation, as well as completing reporting requirements for special projects that promote downtown revitalization.
- Assist the Board of Directors and standing committees in developing and implementing annual work plans.
- Attend meetings of the Board of Directors and, as needed, the Organization Committee, Economic Vitality Committee, Promotions Committee, and Design Committee, as well as town department head meeting and other applicable town project review teams.

- Stay informed about current issues and trends in downtown Saco and share information with the Board of Directors as appropriate.
- Maintain consistent communication with, and oversee reporting to The Maine Downtown Center. (i.e. quarterly reinvestment data)
- Meet with the Board President and/or Vice-President on a monthly basis and assist them in planning the agenda for Board meetings.
- Work in collaboration with the Executive Committee to facilitate the orientation of new Board members.
- Draft, recommend and monitor an annual SMS budget and other budgets, as well as ensuring, in conjunction with the SMS Treasurer, an effective audit trail.
- Oversee and monitor all aspects of Brand Management protocols established by SMS.

COMMUNITY RELATIONS AND COMMUNICATION

- Advocate for and promote a visionary approach to downtown revitalization and Main Street values, priorities, and programs.
- Work in collaboration with the Board of Directors to develop a public awareness of and financial support for the revitalization of downtown.
- Speak to groups and organizations about downtown revitalization projects, promoting a positive image and community pride, and serve as spokesperson to media regarding downtown revitalization news and projects.
- Represent SMS and Saco to important local, state, and national constituencies.
- Encourage a cooperative relationship between public and private interests participating in the revitalization process.

PROGRAM AND PROJECT MANAGEMENT

- Develop knowledge of and appreciation for the historic character and architecture in downtown Saco.
- Work in collaboration with the City of Saco's Economic Development Department personnel and Commission, as well as, the SMS Economic Vitality Committee to provide support and resources to businesses and develop strategies to recruit new businesses.
- Work in collaboration with the SMS Design Committee to beautify the downtown streetscape and buildings.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Possess a Bachelor's degree from an accredited institution.
- Minimum of three years of management experience in a related field.
- Proven track record coordinating multiple programs in a highly visible position.

- Demonstrated strong, positive interpersonal skills that encourage collaboration and partnerships, as well as skill in resolving conflicts.

OTHER HELPFUL QUALIFICATIONS:

- Experience managing committees and volunteers.
- Knowledge of the City of Saco.
- Knowledge of strategies to preserve historic character and architecture in downtowns.
- Experience with and/or knowledge in any of the following areas: economic development, small business partnerships, strategic planning, collaboration with local government, volunteer and non-profit management.
- Skills in budgeting, familiarity with Quick Books, computer and database management, and public relations.
- Excellent verbal and written skills.
- Other attributes desired in a Program Director are the ability to be entrepreneurial, visionary, energetic, imaginative, motivated, flexible and sense of humor.