

JOB OPENING ANNOUNCEMENT

EXECUTIVE DIRECTOR

Main Street Calico Rock & Calico Rock Community Foundation

What We're Looking For

We are looking for an individual with **passion** and flexibility who recognizes our community's treasured resources, respects our culture, communicates clearly, demonstrates creativity, and brings an open mind to lead our organizations.

Our organizations successfully **work together** to improve our community. We are looking for the individual to help us take our community to the **next level** of growth and success.

About the job

The Executive Director will supervise, direct, and manage the day-to-day business of **Main Street Calico Rock** and **Calico Rock Community Foundation**. This includes program development, financial management, marketing, implementing policies and procedures, and being an ambassador for our community.

The Executive Director is a coordinator, delegator, cheerleader, fundraiser, administrator, trainer, problem-solver, communicator, and doer.

Essential Job Functions

- Manage the administration of the **Calico Rock Museum & Visitor Center, The Nook, Tommy's Clubhouse, Artisan Gift Shop** and **Calico Rock Artisan Cooperative, Calico Rock Community Foundation** and its rental properties, and **Main Street Calico Rock**, including purchasing, record keeping, budgeting, accounting, compliance, grant writing and administration, fundraising, strategic planning, and preparing and filing reports
- Supervise staff and volunteers, coordinate ongoing training opportunities, and provide regular performance review
- Implement a comprehensive marketing and promotion plan for the community, including managing websites and social media
- Implement a comprehensive economic development plan and be the point of contact for economic development for the community
- Implement the **Main Street Four Point Approach** (design, promotion, economic vitality, and organizational governance)
- Be a resource and attend meetings of Main Street committees and board of directors, Foundation board of trustees, the city council, and quorum court
- Travel 18-20 days per year to and participate in the Arkansas Museums Association Annual Conference, Main Street NOW, Destination Downtown, and state required Main Street meetings
- Facilitate consistent, informative communication and effective outreach

Knowledge, Skills, and Abilities

Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate that the essential functions of the job can be performed.

- Strong advocate for Calico Rock

- Self-starter, creative, and outgoing
- Very adaptable and be a problem-solver
- Ability to read, analyze, and interpret financial reports and legal documents
- Ability to quickly and diplomatically respond to inquiries or complaints
- Strong writing skills for reports, grants, letters, e-mails, and personal notes
- Must possess strong organizational skills and be able to work independently
- Display a high degree of sound judgment and ethical conduct
- Ability to maintain harmonious and effective relationships with stakeholders
- Proficient in using Microsoft Word, Excel, Power Point, and Publisher. Experience with or willingness to learn website/social media management as well as Quicken and SurePayroll or similar platforms

Work Setting

This position is full-time. Our office is at 89 Main Street in the Calico Rock Museum & Visitor Center Complex in Calico Rock, Arkansas. The Executive Director must reside, or be willing to relocate, within a reasonable commute.

Physical Demands and Working Conditions

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors with both evening and weekend work required on occasion.

Salary Range

\$38,000 - \$48,000 Depending Upon Experience

Application Process

Applications will be accepted until the position is filled. Applicants should submit a resume along with a personal statement that includes information about yourself and how you would define success if you were hired for this position. Completed applications may be e-mailed to calicorockcommunityfoundation@gmail.com or mailed to:

**Executive Director Applications
105 Main Street
Calico Rock, AR 72519**

APPLICATION FOR EXECUTIVE DIRECTOR

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please answer the following questions. There is no word or page limit. Please attach a resume as a cover to this application. Feel free to attach additional documents to assist us in our selection.

1. Tell us about yourself. (Examples: hobbies, experiences, talents, challenges, etc)

2. How would you define success if you were selected as our Executive Director?