

**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 Requirements**

Applications will be accepted until the position is filled. Applicants will **submit a resume** by e-mail to [calicorockcommunityfoundation@gmail.com](mailto:calicorockcommunityfoundation@gmail.com) or mail to:

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