



Job Title: Executive Director
Direct Report: Board of Directors
Salary Position: Full Time
Target Start Date: January 2025

Job Summary/ Salary:

The Executive Director leads the Uptown Jackson Revitalization Organization, a non-profit focused on revitalizing Uptown Jackson, Missouri, following Main Street principles: design, organization, promotion, and economic vitality. Salary is \$60,000 and negotiable based on experience.

Key Responsibilities:

- Engage with potential investors and sponsors to secure funding that supports the organization's strategic initiatives and growth objectives.
- Act as the main contact and advocate for the Main Street Program, maintaining a professional and dynamic presence.
- Build effective relationships with public agencies at local and state levels.
- Manage administrative tasks, ensuring compliance with board and agency requirements.
- Pursue ongoing learning in commercial district revitalization, attending relevant professional development and sharing insights with the board and volunteers.
- Supervise committees and staff, participate in board meetings, and deliver updates.
- Fulfill additional duties as they arise.

Additional Expectations:

- Support the organization's mission and Main Street Four Point Approach.
- Cultivate a supportive work environment.
- Hold a valid driver's license.
- Commit to 15-20 days of travel annually, and available for evening and weekend work.

Qualifications and Skills:

- Energetic self-starter with strong interpersonal, verbal, and written communication skills.
- Excellent multi-tasking, organizational, and critical thinking abilities.

- Proficient in using websites and social media, with collaborative team-building skills.
- Dedicated to maintaining the organization's brand integrity.

Education and Experience:

- Minimum of 2 years of education or experience in Public Relations, Communications, or a related field.
- Proficient in current software with a willingness to learn new technologies like Constant Contact and Canva.

Physical Requirements:

- Ability to lift up to 50 pounds, occasionally use stairs or ladders.
- Operate standard office equipment.