



Job Description

Identification

Position: Executive Director

Employment Status: Full-Time, Average 40-45 hours per week

Employee Classification: Exempt Salary

Salary: 30-35k depending on experience, plus monthly stipend

Location: Jackson, Missouri

Summary

The Executive Director will supervise, direct and manage daily operations of Uptown Jackson Revitalization Organization (UJRO) guided by goals and work plans. This position will perform a variety of tasks that support the development and implementation of policies, programs and procedures that accomplish organization objective. The Executive Director reports to the UJRO Board.

Duties and Responsibilities

- Act as the point of contact for UJRO; Respond to inquiries in a professional, courteous and efficient manner.
- Provide leadership and support to volunteers, partners and committees; Coordinate and orientate volunteers.
- Coordinate activities of the program committees, ensuring communication is well established between committees; Attend committee meetings as requested.
- Research and complete grant opportunities and funding resources that improve the Uptown area or assist in business recruitment and retention.
- Educate and engage the public on the Uptown area; Edit and distribute a monthly newsletter.
- Assist in website and social media maintenance; Upload and create content; Assign topics to volunteers, partners, committees and Board members.
- Track volunteer hours; Submit reports to the Board and Missouri Main Street.
- Monitor the annual budget and finances.
- Support and monitor organization goals.
- Provide reports to the Board as requested; Attend monthly Board meetings.
- Assist with meeting notifications, agendas and minutes.
- Build relationships with property owners, businesses, stakeholders and the community at large.
- Advocate for the vision of a vibrant, bustling, pedestrian-oriented community.

- Maintain the highest level of confidentiality and customer service in performance of duties.
- Perform other duties as specified by the UJRO Board.

Requirements

Degree from an accredited university or equivalent experience, bachelor's preferred.

Excellent communication and administrative skills.

Strong organization skills and detail-oriented.

Proficient with Microsoft Office.

Education or experience related to historic preservation, public relations or business administration preferred. Knowledge of non-profit management preferred.

Background in non-profit setting preferred.

Ability to work flexible hours including some evenings and weekends.

Comfortable working one on one and speaking to large groups.

Ability to lift up to 20 pounds. Ability to spend extended periods of time standing or walking.

Application Process

EEO

Interested parties must submit a resume, three reference contacts and cover letter addressing all items within the job description to Uptown Jackson Revitalization Organization. Applications will be accepted until January 28, 2019. Items may be submitted through email to uptownjacksonmo@gmail.com or by mail to: PO Box 133, Jackson MO 63755