



Main Street Iowa Application

MSCR DIRECTOR JOB DESCRIPTION

Main Street Coon Rapids and City of Coon Rapids

MSCR Executive Director/Coon Rapids Community Coordinator

Main Street Coon Rapids (MSCR) and City of Coon Rapids (City) will share the position of MSCR Executive Director/Coon Rapids Community Coordinator. This employee will report directly to the MSCR Board of Directors but as a city employee will also report to the city council. He/she will work 25 hours a week for the MSCR and 10 hours a week for the City. The salary and benefits for this position will be paid for by the City of Coon Rapids and will be similar to other development professional salaries in the area

MSCR Executive Director/Coon Rapids Community Coordinator Job Description:

The MSCR Executive Director is a management position that coordinates MSCR administrative functions. The Director is responsible for analyzing, synthesizing and developing revitalization strategies and recommendations in consultation with the appropriate official and advisory bodies and coordinating their implementation to achieve project goals. The Director utilizes the National Main Street Center's Main Street Four Point Approach™ by facilitating and coordinating the local Main Street committees, volunteers and oversees daily operations. The Director works for the pleasure of the MSCR Board of Directors and reports directly to the President of the MSCR Board of Directors.

The Coon Rapids Community Coordinator is the key representative of the community. He/she will advocate for the community with a main goal of strengthening and building on the relationship between local businesses, the Coon Rapids Development Group, Whiterock Conservancy, Coon Rapids Municipal Utilities, Creating Great Places, Coon Rapids Bayard School District, and the City of Coon Rapids. The Coordinator will work to promote and strengthen the Coon Rapids Community by working with outside entities.

Job Qualifications:

The MSCR Director must have a high school diploma or GED equivalent and be committed to the Main Street projects which impact Coon Rapids. The ideal candidate is energetic, creative, a self-starter and able to work both independently and in a team. He/she needs to have excellent interpersonal skills, effective written and verbal communication skills, proficient computer skills, strong organizational skills to successfully manage multiple programs. This person should be able to foster a cooperative work environment and develop positive relationships with regional partners, business owners, local partners and community volunteers. It is helpful to have knowledge of Coon Rapids and ability to convey a positive impression of the community.

Duties to be performed:

MAIN STREET COON RAPIDS – 25 hours a week

- Recruit, coordinate, motivate and provide training for volunteers
- Present information about MSCR to public officials, businesses, community groups, the general public and media
- Work cooperatively with a variety of individuals and groups in promoting and implementing the goals of MSCR
- Maintain monthly, quarterly and yearly records and file reports in a timely manner for Main Street Iowa and MSCR
- Assist new and existing businesses within the scope of Main Street assistance
- Assist in the planning, design and implementation of activities and promotional events which focus on the downtown district.
- Attend trainings as approved by the Board of Directors.

- Coordinate the State Main Street annual review
- Attend meetings of the four Main Street committees
- Be familiar with and serve as a resource for information regarding available resources for the community development in the MSCR designated area
- Keep Board of Directors informed of the requirements set forth by Main Street for trainings, visits, data collection, record keeping
- Travel for three to four multi-day conferences and/or summits required.

CITY OF COON RAPIDS COUNCIL - 10 hours a week assigned

- Manage assigned products
 - Identify potential grants and assist in preparing applications. Assist in preparing grant final reports.
 - Attends monthly council meetings to report progress
 - Serve as the city representative on the Carroll Area Development Corporation.
 - Assist in developing marketing materials.
 - City website and social media maintenance.
 - Develop a close working relationship with the city council, mayor, Coon Rapids Development Board, Creating Great Places Board, school officials, Whiterock Conservancy, county supervisors, other development officials, and leaders.
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- As a city employee, assist the Coon Rapids Development Group (3 hours a week allotted)
 - Attend meetings (responsible for meeting minutes and agendas)
 - Assist in developing marketing materials (i.e. quarterly newsletter quarterly)
 - Keep board informed of all ongoing projects
 - As a city employee, assist Creating Great Places (1 hour a week allotted)
 - Attend meetings (responsible for meeting minutes and agendas)
 - Manage property, leasing/marketing properties owned by organization
 - Identify potential grants and assist in preparing applications. Assist in preparing grant final reports.