

## **Chardon Tomorrow Executive Director**

### **Position Description**

#### **Summary:**

The Chardon Tomorrow Director reports to the Board President and is responsible for the organization's consistent achievement of its mission and objectives, focused on the development, conduct, execution, and documentation of the Main Street Program as stipulated by the Chardon Tomorrow Board.

#### **Essential Function of the Position:**

Coordinate the activities of Chardon Tomorrow, including the Business Enhancement, Design, Finance, Marketing and Events, and Organization Committees, ensuring that communication between the committees is well established and assisting these committees with the implementation of their work plans and objectives, including the coordination and planning of events and fundraising activities.

Promote new private and business membership in Chardon Tomorrow and assist the Board in securing funding and sponsorship of Chardon Tomorrow's activities.

Help build strong and productive working relationships with appropriate public agencies at the local and state levels, with other Main Street programs and nonprofit agencies throughout the community, and with all persons and groups directly or indirectly involved primarily in Chardon's Uptown Historic District, and secondarily, in the other commercial districts within the City.

Manage all administrative aspects of the Chardon Tomorrow program, including purchasing, record keeping, budget development, and accounting as required by the Board, including all reports required by Heritage Ohio. Responsible for maintaining and following sound financial practices seeing that the organization operates within budget guidelines. Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Jointly, with the President and Secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents. Prepare monthly reports to the Board and quarterly reports to the Chardon City Manager on Chardon Tomorrow's activities.

The Executive Director is the principal on-site staff person responsible for coordinating all program activities locally as well as for representing the community regionally and nationally as appropriate. Hours may vary, including evenings, weekends, and some overnight travel.

#### **Supervisory Responsibilities:**

Recruits and manages volunteers and interns as needed, and is responsible for the overall direction, coordination, and evaluation of those persons. The Director carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

Bachelor degree or equivalent is preferred, but an individual with four to ten years' related experience and/or training or an equivalent combination of education and experience will be considered.

**Computer Skills:**

To perform this job successfully, an individual should have a working knowledge of Microsoft Office software packages and related programs and databases, and be fully capable of using social media to communicate with stakeholders and the public. Web page development and maintenance a plus.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**License:** Must have a valid driver's license.