**Program Manager**

**Position Summary:**

Ivanhoe Village Main Street is seeking a highly motivated, dynamic, energetic, creative, and organized person to serve as the full-time manager of the Ivanhoe Village Main Street Program. The successful candidate will be the central figure in assisting with the development and revitalization efforts in the Ivanhoe Village Main Street District and will manage all aspects of the operations of the Ivanhoe Village Main Street program. This includes administrative duties, community outreach, public relations, fund raising, event planning and coordination, marketing, membership management, and day to day activities. The program manager will further the Board of Directors strategic goals for the district and will coordinate with the City of Orlando Main Street Program Coordinator and other Orlando Main Street districts. The Program Manager will report to the Ivanhoe Village Main Street Board of Directors. This is a full-time position with some after hour events and meetings required. Salary has a range of $30,000 – $35,000 and will be commensurate with experience.

**Duties & Responsibilities:**

· Develop and implement a fundraising strategy.

· Attend all Ivanhoe Village meetings, including committee meetings, board meetings, and other scheduled events and/or programs. Keep minutes of meetings as directed.

· Coordinate committee activities with committee chairs.

· Promote involvement and increase memberships; this includes merchants, residents, property owners, and other interested parties within the district.

· Make suggestions to the Board based on feedback or suggestions from residents, volunteers, or merchants.

· Maintain and track receivables and budgeted and approved expenditures through QuickBooks.

· Prepare monthly program reports.

· Coordinate all Ivanhoe Village Main Street program activities.

· Oversee daily operations and administration, and provide needed hands-on involvement as well as frequent face-to-face interactions with local businesses and merchants.

· Serve as a communication link between Ivanhoe Village various committees, ensuring that all activities are synchronized in a strategic and tactical approach.

· Coordinate projects, promotional activities, and collecting local market information.

· Become an authority on information, resources, and programs related to the district.

· Familiarize public officials, retailers, community groups, the general public and others with the nature and mission of the Main Street program.

· Coordinate and develop business relationships within the district

· Work cooperatively and coordinate merchants, committees, and volunteers to develop and implement work plans and timetables which include public and private activities and events.

· Implement local objectives through the development of revitalization tools, such as rehabilitation programs; existing state and federal funding sources and grant opportunities, administrative procedures; political mechanisms; and legal processes, as appropriate.

· Develop, monitor, and assess economic strategies to attract new tenants into available facilities and expand current market opportunities.

· Developing and maintain contacts with media sources to disseminate project and event information within the local community.

· Develop and implement a strategy to achieve a strong volunteer base for the various activities and events that take place in the district.

· Other duties as directed by the Ivanhoe Village Main Street Board of Directors.

· Maintain a clean and organized office.

· Maintain professional appearance and composure at all times while representing Ivanhoe Village.

**EXPECTED SKILLS & EXPERIENCE:**

· Bachelor’s degree in Business Administration, Marketing, Public Administration, Urban Planning, related field, **or**; relevant entrepreneurial and management experience.

· Minimum of 1 year related experience or training in economic development, downtown development, organizational development, non-profit management, or small business management. Experience with fundraising, including membership campaigns, sponsor solicitations, institutional supporters, and individual donors.

· Experience with event planning and organizational/membership/community meetings.

· Must possess professionalism, confidence, strong organizational skills, efficiency, initiative, resourcefulness, business sense, and an ability to work in a rapidly changing environment.

· Must possess an entrepreneurial spirit

· Must be approachable and able to build and maintain positive relationships with business owners

· Must be able to work independently and be accountable.

· Must be able to set and achieve short and long term goals.

· Ability to communicate clearly and efficiently in English, both written and verbally and with external communications such as newsletters, press releases, web copy, social networking, and Blogs. Outstanding customer service skills.

· Ability to multi-task.

· Ability to manage websites and social media content such as Facebook, Instagram, Flickr, Twitter, Yelp, and Blogs.

· Proficient in conflict resolution and problem solving.

· Excellent financial skills.

· Proficient in Microsoft Office Word, Excel, PowerPoint, Outlook, and QuickBooks.

**Desired Attributes:**

· Ability to maintain a creative, fun, and safe work environment.

· Possess a philanthropic and entrepreneur spirit.

· Display a strong ability to lead and to delegate.

· Ability to lead, train, and motivate.

· Excel in developing customer loyalty.

· Flexibility with hours.

**SUPERVISIOR RESPONSIBILITIES**:

Candidate will be responsible for managing volunteer groups and committees.

**Please submit cover letter, resume, and salary requirements to:**

**Pauline Eaton**

**Orlando Main Street Coordinator**

**400 S. Orange Avenue, 6th Floor**

**Orlando, FL 32802**

**Or email: pauline.eaton@cityoforlando.net**

**Resumes will be received until Friday October 17th, 2014 or until the position is filled.**