



## **Full Time Executive Director**

Main Street Beatrice is hiring a full-time Executive Director;  
this is a salaried position of around 45 hours per week.

Compensation Range: \$40,000-\$48,000 per year plus limited benefits.

Main Street Beatrice is an independent, non-profit organization dedicated to strengthening Beatrice through downtown revitalization. As part of the National Main Street movement the goal of Main Street Beatrice is to promote a positive image of downtown by preserving our unique historic character, strengthening our district's economic vitality, and emphasizing downtown as the center of community activity.

The Executive Director of Main Street Beatrice is responsible for the development, coordination, administration, documentation, and implementation of Downtown Beatrice revitalization efforts. The director initiates and coordinates a wide range of projects, from supervising promotional and fundraising activities to assembling market data. Most important, however, is the director's role as a full-time enthusiastic advocate for the commercial district and an authority on information, resources, and programs related to revitalization initiatives.

As the central coordinator of the Main Street program's activities, they oversee daily operation by providing hands-on involvement critical to a successful program. The director's duties evolve as the program's goals and new opportunities arise. However, the executive director should always be a professional employee whose focus is on the betterment of the downtown commercial district.

The director must be creative, enthusiastic, entrepreneurial, flexible, and an excellent communicator. This position requires a person who can lead a unique non-profit ensuring those involved in the program (volunteers, staff) can play and understand their part appropriately and that the stakeholders of the program are served to the best of our abilities.

To apply please submit resume, references, and cover letter to Main Street Beatrice by email to [treasurer@mainstreetbeatrice.org](mailto:treasurer@mainstreetbeatrice.org). Position is Open Until Filled.

Questions, please call Michael at 402-223-3244 or [msothan@mainstreetbeatrice.org](mailto:msothan@mainstreetbeatrice.org).

Main Street Beatrice is an equal opportunity employer and provider.