**Hilltop Campus Village Main Street Iowa Program**

**Executive Director**

**Job Summary:**

The position of Executive Director is a full-time paid position employed by the Hilltop Campus Village Inc. for the express purpose of overseeing operations, providing leadership and implementing policies and programs to carry out the work of the organization.

The Executive Director works to create and execute strategic plans as devised and approved by the HCV Board of Directors, its four working committees (Organization, Design, Economic Restructuring, and Promotion) and ad hoc groups as needed to implement overall goals of the organization.

He or she is to serve as the liaison to organizational partners of the HCV mission, including but not limited to the City of Davenport Mayor and City Council, the Department of Planning and Economic Development, Department of Public Works, and the Police Department along with local community and social organizations focusing on community advocacy and commercial revitalization.

In addition to the above, it is the responsibility of the Executive Director to make certain that all National Main Street Center requirements are adhered to in such a manner so as to retain the organization’s membership in the NMSC. Related to this work is to maintain connectivity and involvement with the Main Street Iowa organization, including the timely submittal of all NMSC required reports and participation at workshops and conferences as required.

**Duties/Responsibilities:**

* Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations and needs of the organization.
* Oversees the daily administration of the organization by implementing policies, procedures and programs.
* Oversees preparation of the annual budget. Responsible for financial management of the organization.
* Writing/implementation of grants, or assigning such duties to delegated parties.
* Facilitates periodic audits and compliance activities as required for the NMSC.
* Supports and directs all marketing, social media and public relations activities to build and maintain community and public relationships. HCV website, Facebook page and all social media must be current and reflect the mission of HCV.
* Establishing agendas for HCV meetings, communicating dates and times with board and project members. Will also following up with written notes and action items from HCV meetings.
* Executes other duties as requested and assigned by the Board of Directors.
* Minimum travel is expected with this position, along with lifting (up to 20 pounds), desk work and the ability to canvass the HCV territory and associated businesses as needed.

**Required Skills/Abilities**

* Strong leadership skills with the ability to develop and communicate the organizations mission and vision. Relationship building will be key to success in this position.
* Public speaking, presentation skills.
* Understanding of economic development and economic restructuring, small business and entrepreneurship.
* Excellent verbal and written communication skills.
* Experience in grant writing and successful implementation of grant funds.
* Ability to establish and maintain working relationships with government agencies, community leaders, and the general public.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

* Bachelor’s degree in a related field; or
* At least three to five years of business administration and/or experience related to non-profit management, economic development.
* Supervisory/Leadership experience preferred.

The qualifications detailed in this job description are not considered the minimum requirements necessary to perform the job, but rather as guidelines. Hilltop Campus Village is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to, among other things, race, religion, color, national origin, sex, age, sexual orientation, gender identity or expression, status as a protected veteran, or status as a qualified individual with disability.

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