

Main Street Manager Position Description

SUMMARY OF JOB:

The Historic East Baltimore Community Action Coalition (HEBCAC) is a partnership organization that includes the community, Baltimore City, and Johns Hopkins Medical Institutions established to promote the redevelopment of Historic East Baltimore. (See www.hebcac.org for additional information about HEBCAC.)

The Main Street Manager is primarily responsible for overseeing the Monument Street Main Street Program (MSMS), one of Baltimore City's seven "Main Street" programs. MSMS was established to enhance the Monument Street business district through various physical development initiatives, coordination of city services, promotional events and other kinds of business assistance. As Monument Street primarily serves the surrounding residential community, residents are active stakeholders in the health of the retail corridor.

ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop, conduct, and document the activities of the MSR program
- Recruit volunteers from the business and residential community to participate in the various MSR initiatives
- Coordinate the activities of the MSMS program volunteer committees and assist in implementation of committee workplans for specific projects
- Develop funding and other resources to ensure successful implementation of program strategies and achievement of objectives
- Manage all MSMS program activities, including administration of budget, purchasing, and periodic reporting
- Develop strategies for business district enhancement that are comprehensive and inclusive
- Serve as liaison between business community and various governmental entities

MINIMUM QUALIFICATIONS:

- Bachelor's degree in planning, community development, marketing/business preferred
- Excellent communication skills (written and verbal)
- 3 years experience in economic development, planning, public relations, retailing, nonprofit administration, and/or small business development preferred, additional education may be substituted for work experience
- Grant writing and/or other relevant resource development experience
- Strong analytical skills with emphasis in planning and management
- Excellent facilitation and coalition-building skills

- Strong P.C. skills – knowledge of Windows (Word, Excel, PowerPoint, MS Project, Access, Outlook)

Individuals hired to work for HEBCAC are employees of Johns Hopkins University. As a Johns Hopkins University employee, HEBCAC staff is offered a comprehensive salary program and excellent benefits in a smoke and drug free work place. JOHNS HOPKINS UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER.

For consideration send resume and cover letter to the Director of Finance and Administration, HEBCAC, 1212 N. Wolfe, Baltimore, MD 2123 (Fax 443/524-2806) or apply on line at <http://jobs.jhu.edu>.