

Tahlequah Main Street Association (TMSA) Program Manager Job Description

Work Objectives

The Tahlequah Main Street Association (TMSA) Program Manager facilitates, promotes and advances the downtown Tahlequah Main Street Association and the businesses in the TMSA Corridor through various programs, activities, events and performance of job duties while utilizing the Four Points of Main Street approach - Economic Vitality, Design, Promotion, and Organization. The Program Manager is the principle on-site paid staff person responsible for coordinating all program activities and volunteers, as well as representing the TMSA as appropriate. In addition, the program manager should help guide the organization as its objectives evolve.

The TMSA Program Manager is accountable to the TMSA Board of Directors through the President of the Board.

Job Duties

Assist with coordination of activities, projects and events of each of the TMSA program committees and with implementation of work plans, ensuring that communication among committees is well established. Also creates and maintains a line item budget for each event/project as well as a volunteer plan if needed.

Assist the TMSA's board of directors and committees in developing an annual action plan for implementing economic development strategies and a downtown revitalization program that encompasses historic preservation. In development of the plan, the program manager must be mindful of the roles of various downtown interest groups and work cooperatively with all persons and groups directly and indirectly involved in downtown.

Ensure that all objectives and timelines are met for any approved agreement or contract that TMSA may enter into.

Manage the financial aspects of the TMSA Program including acquisitions, property inventories, budget development, record keeping, and financial reports by working with the TMSA Treasurer to complete routine monthly reports for board meetings and monitoring the annual budget and works within the approved budget.

Prepare all reports required by the various entities on local and state levels to which the TMSA is responsible for providing information while ensuring all reporting deadlines are met.

Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of the TMSA's goals and objectives.

Assist business owners and/or tenants when possible with physical improvement projects to ensure the enhancement and economic development of the downtown corridor while encompassing historic preservation as well as goals, objectives and other criteria of the TMSA.

Receive and forward accordingly, inquiries from prospective downtown investors, developers and business owners.

Advise downtown merchants, entities, organizations and the Tahlequah Area Chamber of Commerce on TMSA's program activities and goals and help coordinate joint promotional events to improve the quality and success of events while attracting people to downtown utilizing local media and social media to ensure maximum coverage of promotional and event activities.

Establish and maintain strong and productive professional relationships and communication with appropriate agencies, entities, and partners of TMSA at the local and state levels to help meet the goals and objectives of the TMSA.

Provide follow up information and reporting as needed for each TMSA project and event including, but not limited to project/event budgets, business impact reports, improvement plans, volunteer plans and participation feedback from others involved in the project or event.

Maintain TMSA program records, reports, financial information, resource files and other pertinent information.

Attend meetings, trainings and events as needed being mindful that overnight travel may be required.

Performs job duties at various times as needed including mornings, afternoons, evenings and weekends.

Supervisory Responsibility

The Program Manager provides supervision for assigned staff and volunteers. Serves as the lead for consultants conducting work for or on behalf of the TMSA.

Job Knowledge and Experience

A four year degree from an accredited college or university is preferred, but not required.

Have education and/or experience in one or more of the following areas: volunteer or non-profit administration, economics, finance, public relations, event/project planning, business administration, retailing, historic preservation, architecture, business development and/or fund raising.

Must be sensitive to design and preservation as well as the needs of the individuals, businesses, agencies and entities that comprise the downtown corridor.

Must be professional, energetic, entrepreneurial, creative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills are essential as well as some experience in basic computer skills, website management and social media.

Must possess a valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Required work is performed both in an office setting as well as outdoors which will include various weather conditions. Hand-eye coordination is necessary to operate computers and other office equipment as well as carrying out tasks for projects and event implementation. While performing the duties of the job, the employee is frequently required to talk or hear as well as stand or walk or sit and to use hands and fingers to handle or feel as well as reach with hands and arms and in some cases stoop, crouch, or climb. The employee must occasionally lift and/or move up to 25 pounds.