



Grants MainStreet Project Inc.

A Community Non-Profit Corporation

PO Box 337 · Grants, NM · 87020

Grants MainStreet, a New Mexico Main Street organization, seeks a dynamic, experienced Main Street Executive Director to lead its downtown revitalization effort in conjunction with its board of directors. This 27-year-old Main Street organization is located in Grants, NM, a community of 9,000+ located in the mountains of Northwest New Mexico. Grants MainStreet is a New Mexico MainStreet Accelerator organization.

The Executive Director is responsible for:

- Directing the MainStreet revitalization efforts under adopted Economic Transformation Strategies using the MainStreet Four Point Approach (Design, Promotion, Economic Positioning, and Organization)
- Working in conjunction with volunteers to plan and implement revitalization and fund-raising projects
- Publicizing the work and accomplishments of the MainStreet organization
- Providing support and direction to the MainStreet board
- Coordinating the operation of the Main Street corporation and office
- Other GMSP Board of Directors assigned tasks as required.

The successful candidate will possess the following skills and characteristics necessary for the position:

- Event management and fund-raising experience
- Self-motivated, independent worker; outgoing, organized, multi-tasker
- A Bachelor's degree in marketing, business, historic preservation, architecture or related subject is preferred
- Three to five years experience in a similar position is preferred
- Physical stamina, reliable transportation, and a valid driver's license

This position is an employee position. Initially, the position may be part-time, but full-time employment is expected shortly.

The salary range is \$40 - \$45,000 (plus a performance-based bonus), depending on experience and qualifications. The position provides paid vacation and sick leave, travel and cell phone expenses, and a flexible work schedule. Applicants should be available to assume the duties by July 1st, 2024.

To apply for the position, email our application, a letter of interest, 3 references, and a resume to Patrick Clingman, Board Chair, at that.pat.clingman@gmail.com by May 31st, 2024. Questions about the position may be emailed to Patrick Clingman at that.pat.clingman@gmail.com.