

Washington Trust for Historic Preservation State Main Street Coordinator Position Opening

Position Objectives

The Washington State Main Street Coordinator will manage the Washington State Main Street Program which has been helping communities revitalize the economy, appearance, and image of their downtown commercial districts using the successful Main Street Four-Point Approach® since 1984. The Main Street Coordinator will be responsible for coordinating and delivering services primarily to the Washington State Main Street “Tier System” members as well as build interest in downtown revitalization statewide. He or she will be responsible for promoting the program, aid communities in forming local Main Street revitalization efforts, and document progress based on national standards.

Organizational Description

The Washington Trust for Historic Preservation is Washington’s statewide, nonprofit historic preservation organization with a mission to make local preservation work through advocacy, education, collaboration, and stewardship. Founded in 1976, the Washington Trust is a membership organization dedicated to preserving the places that matter to all Washingtonians and promoting sustainability, economic development, and community revitalization through adaptive reuse of historic properties. The Washington Trust owns and makes its headquarters in the historic Stimson-Green Mansion at 1204 Minor Avenue, in the First Hill neighborhood of Seattle.

Position Funding, Duration, and Location

Main Street is a program of the Washington State Department of Archaeology and Historic Preservation that is managed by the Washington Trust for Historic Preservation. The Main Street Coordinator will be hired by the Washington Trust as an independent contractor for a one-year period. The position may be extended at the end of year one if funding is available. The Main Street Coordinator will report directly to the Washington Trust Executive Director and will work in close collaboration with the Deputy State Historic Preservation Officer. The successful candidate must live in or move to Washington State. Relocation to Seattle is not required.

Position Responsibilities

- Serve as statewide advocate for downtown business districts, state policy regarding downtown revitalization, and the state Main Street program.
- Serve as a clearinghouse for information on downtown revitalization, historic preservation, the Main Street Four-Point Approach®, economic development, and related subjects.
- Collect revitalization statistics and program information quarterly from Main Street level communities and report this information annually to the National Trust Main Street Center and to DAHP.
- Conduct annual National Accreditation review for Main Street level communities.
- Provide ongoing technical assistance to existing Washington State Main Street “Tier System” communities: Main Street, Start-Up, and Affiliate.
- Examine ways to streamline the current “Tier System” and make recommendations for improving the Main Street application process.
- Organize and administer trainings, workshops, and Washington’s annual Downtown Revitalization Conference.
- Coordinate annual “Excellence in Downtown Revitalization” awards nomination and recognition program.
- Provide ongoing support and networking opportunities to local Main Street managers through regular phone calls and e-mail correspondences, periodic site visits, and quarterly Main Street Networking Meetings.
- Develop training and promotional materials for local Main Street programs and the statewide Main Street Tax Incentive Program.
- Publicize the state Main Street program and the Main Street Four-Point Approach® through media, conferences, and public speaking engagements.
- Administer the Main Street Steering Committee in coordination with the Deputy State Historic Preservation Officer.

- Develop a strategic plan for the Main Street program in coordination with the Deputy SHPO and Main Street Steering Committee.
- Manage and monitor Main Street program budget.
- Work in close collaboration with the National Trust Main Street Center and attend the National Main Street Coordinating Partners meeting in conjunction with the National Trust Main Streets Conference.
- Build relationships and serve as liaison with local, state, and federal agency staff, elected officials, and other stakeholders.
- Assist with fundraising efforts for the Washington State Main Street program through the Main Street Tax Credit program and other opportunities.
- Consistent with available funding, raise awareness of and implement the Main Street Approach® and Main Street program in urban commercial centers.
- Manage Main Street social media sites, develop a listserve, and provide website content.
- Other duties as assigned.

Qualifications

The successful candidate will have a degree (master's degree desired) in a discipline related to downtown revitalization, such as architecture, historic preservation, economics, finance, public relations, journalism, planning, or public administration. Familiarity with historic building design and maintenance is desirable. In addition, the successful candidate will have had at least three years of progressively responsible experience in the administration of a downtown revitalization program or a related economic development or historic preservation program. Direct Main Street experience is a plus. He or she must demonstrate a thorough understanding of the issues confronting business people, property owners, public agencies, and community organizations. The Main Street Coordinator will be entrepreneurial, outgoing, energetic, imaginative, well organized, computer fluent, and capable of functioning effectively in an independent situation. He or she will have fundraising and event planning and coordination experience, political savvy, excellent written and verbal communication skills, supervisory skills, and a passion for downtown revitalization and historic preservation. A valid driver's license is required.

Schedule and Travel

The schedule for this position is based on a 40-hour work week. It is flexible and at the discretion of the employee, in consultation with the Executive Director. The Main Street Coordinator must be available for frequent evening and weekend meetings and site visits. The position requires frequent travel statewide and occasional out-of-state travel.

Compensation

Compensation for this contract position is in the mid- to high-\$50K range, depending on experience. Benefits are not provided. The Main Street Coordinator will receive travel/mileage/parking reimbursements and a monthly cell phone stipend.

How to Apply

Please submit a cover letter and resume to Jennifer Meisner, Executive Director, at jmeisner@wa-trust.org by July 9, 2010.