POSITION SEARCH

Candidate Profile

June 2023

Office Location: St. Paul or Winona, Minnesota
Activity Area: Historic Preservation | Main Street America
Job Title: Minnesota Main Streets Manager
Category: Program Management
Job Type: Full Time
Base Salary: $62,000
Total Compensation: Approx $80,000
Hours: 40 hrs/FullTime

Rethos is a non-profit organization that leads and inspires people to connect to historic places, promoting equity, community vitality, and engagement. Through its programs and services, Rethos advocates for a new understanding of preservation that highlights the histories of underrepresented communities and equitably enhances community vibrancy on a broad spectrum, including activities that directly impact economic and social well-being.

Rethos is building our team! In the coming years, Rethos will be growing and looking to hire and promote a high-functioning, diverse team to work in an environment of inclusion, equity, collaboration, and innovation. Rethos operates in communities in every corner of our home state of Minnesota, four other states, and will be growing into ten additional states over the next few years. We know that our team members should look like and share the lived experiences of these varied communities. For us diversity comes in various forms, including race, gender affiliation, abilities, and socio-economic backgrounds. We welcome, cultivate, and seek out difference.

This listing is for a mid-level management position that will oversee the Minnesota Main Streets program – the Main Street America affiliate in Minnesota – within Community Programs. The Minnesota Main Street Program Manager will oversee the day-to-day efforts and initiatives of existing Main Street Programs, providing training, resources, and managing existing relationships with communities and entities around the state, in addition to implementing the Paul Bruhn grant initiative, which will be located in Main Street communities. This position can be located in either Saint Paul or Winona and reports to the Director of Community Programs.

KEY ACCOUNTABILITIES
• Ability and enthusiasm for being the public face of Minnesota Main Streets
• Managing day-to-day operations for existing Minnesota Main Street programs
• Provide guidance to the Director of Community Programs regarding existing and future communities, programs, and initiatives
• Ability to work well with staff and partners both remotely and in person, maintaining positive relationships and accountability
• Oversee and implement the Paul Bruhn sub-grant program *Looking Up* for the first two years of the position

**Program Leadership & Administration**

• Supervise and support 1 full-time staff in collaboration with the Education Manager:
  o create staffing assignments, set deadlines and milestones with staff, and meet with supervised staff regularly to ensure work is done timely and staff have sufficient support
• Demonstrated ability to develop creative leadership solutions in difficult and complex situations is necessary, as well as the ability to model this approach for others
• Document any staff conflicts and performance issues for Director of Community Programs and Executive Director to review and manage
• Supply Director of Development with information they need to fill sponsor and fundraising opportunities and market educational offerings
• Attend, lead, and contribute to staff meetings and appropriate work groups
• Grow program partnerships and relationships statewide

**Manage Minnesota Main Street Program (70%)**

• Provide vision and leadership on Main Streets to Community Programs Director, recommending and implementing goals for designated program areas
• Develop and implement initiatives, education, and resources to support the strategic direction of the program and local Main Street communities
• Build, maintain, and expand relationships with current local Main Street communities, regional and statewide partners, funders, and Main Street America™
• Create, manage, and instruct virtual and in-person Main Street trainings and site visits
• Plan and implement annual Main Street conference, providing recommendations to the Director on future directions
• Collaborate with and advise Main Street partners and entities around the state for special events, resources, and content creation
• Manage content on the Main Street Portal to provide current and required information for local Main Street Programs
• Keep current with statewide conferences, trainings, and opportunities for Main Street partnership and promotion
• Deliver final products outlined in work plans, grants, and contracts
• Gather and evaluate programmatic impact and establish goals based on gathered data, using this data for
visioning the program’s future

- Attend virtual and in-person meetings and trainings for continuing education and program requirements
- Work with the Director of Community Programs to grow the Main Street program reach to all regions of the state, including presenting virtually and in-person, keeping current on all Main Street guidelines, standards, principles and initiatives, and staying aware of regional, state, and national opportunities

Paul Bruhn “Looking Up” Grant Management (20%)

- Oversee project details with National Park Service staff for duration of grant
- Develop forms for grant applicants
- Oversee application review and grant institution process
- Manage relationships between local building owners, National Park Service, State Historic Preservation Office, and local Main Street program
- Follow grant procedure to institute program in time frame outlined by grant details

Staff Participation (10%)

- Create content for e-news and magazine, monitor web content
- Attend staff meetings, support events and other duties related to Rethos Staff
- Maintain up-to-date records and reporting requirements

BACKGROUND AND KNOWLEDGE AREAS

- Ability to support existing Minnesota Main Street communities with variety of needs, deadlines, site visits, reporting, and resources simultaneously.
- Experience, knowledge, or passion in one or more relevant fields: economic development, architecture, history, real estate development, historic preservation, urban/regional planning, anthropology/sociology
- Ability to travel, primarily within the state of Minnesota and occasional out-of-state travel
- Ability to work evening and weekend hours as required
- Strong interpersonal, verbal communication, and presentation skills, both virtual and in person
- Experience using constituent software, like Neon CRM, or similar preferred
- Working knowledge of Microsoft Office (Excel, Outlook) preferred

EDUCATION AND EXPERIENCE

Desired:

- Undergraduate degree
  - Degrees of study desired: economic development, historic preservation, history, anthropology/sociology, environmental studies, planning, geography, community development, public administration, or a related field
Three to four years paid or volunteer experience working jointly in two or more of the above fields may be substituted for undergraduate degree

- Cultural competency and fluency in a language other than English is highly desired, with a preference for Spanish, Hmong, and any languages of the Cushite family

Preferred:

- Two to three years management experience (paid or volunteer)
- Direct working experience (paid or volunteer) in a Main Street America program, or equivalent experience in community development, real estate, or economic development
- Familiarity with the geography and history of Minnesota and its ethnic and cultural diversity

**SALARY AND BENEFITS**

The salary for this position is $62,000. Total compensation is approximately $80,000. Benefits include paid low-cost medical insurance with no waiting period from date of hire, IRA with match, unlimited vacation, annual conference stipend, cellular data allowance, and transportation allowance. Rethos also has a competitive fund for individual professional development opportunities.

**TIMING**

Deadline for application: Before 5pm on July 31, 2023. Applications will be evaluated as they come in. July 31, 2023 is the latest the search will close.

Submit a cover letter and resume to Info@Rethos.org. Any questions can be directed to Emily Kurash Casey at Emily@Rethos.org.