POSITION SEARCH

Candidate Profile

June 2022

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
Salary: $58,000 - $62,000
Hours: 40 hrs/Full Time

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. This position will be tasked with growing our current Minnesota Main Streets program and collaborating on visioning for the next chapter in this program’s history. We would like to expand the program into new areas in Greater Minnesota, recruit Urban Main Street Programs, and bolster our work in our existing Main Street communities. This position will oversee the day-to-day efforts and initiatives of the Main Street Program. For the first three years, the Main Streets Manager will also oversee the recently awarded PaulBruhn sub-grant aimed at rural 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
- Provide guidance to the Director of Community Programs regarding existing and future communities, programs, and initiatives
- Ability to work well with remote staff and keep them engaged and motivated
- Oversee and implement the Paul Bruhn sub-grant program Looking Up for the first three years of the position

Program Leadership

- Grow Main Street program to reach to all regions of the state, including presenting virtually and in-person, keeping current on all Main Street principles and initiatives, and staying aware of statewide opportunities
- Provide vision and leadership on Main Streets, creating and implementing goals for designated program areas
- Lead but also collaborate with the Education Manager on planning and implementing the annual Buildings on Main conference
- Establish and implement the Looking Up sub-grant program, ensuring that grant requirements are met
- Oversee the Education and Outreach Coordinator in collaboration with the Education Manager, also supervise other future Main Streets staff and volunteers to ensure quality and timely work products
- Develop and implement initiatives, education, and resources to support the strategic direction of the organization and local Main Street communities
- Assist with Downtown Assessment contracts and reporting
- Supply Director of Development with information they need to fill sponsor and fundraising opportunities, identify grants, and market educational offerings

Partner Development

- Build and maintain relationships with current and prospective local Main Street communities, regional and statewide partners, funders, and Main Street America™
- Identify, recruit, and sustain relationships with organizations and individuals that further the mission of the organization and create opportunities for program development, growth, and sustainability
- Serve as a point person for external stakeholders to ensure contract compliance and excellent service delivery

Administration

- Supervise and support 1 staff member, create staffing assignments, and meet with supervised staff frequently
- Collaborate with the Executive Director on staff performance reviews
- Document any staff conflicts and performance issues for Director of Community Programs and Executive Director to review and manage
• Deliver final products outlined in work plans, grants, and contracts
• Work with Development division to develop and manage program grants and contracts
• Gather and evaluate programmatic impact and establish goals based on gathered data
• Manage content on the Main Street Portal to provide current and required information for local Main Street Programs
• Create content for e-news and magazine, monitor web content, attend staff meetings, support events and other duties related to Rethos Staff

BACKGROUND AND KNOWLEDGE AREAS
• Ability to support and grow the Minnesota Main Streets communities for both existing and new partners, especially supporting communities that have historically been underrepresented in historic preservation
• 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
• Experience using constituent software, like Neon CRM, or similar preferred
• Working knowledge of Microsoft Office (Excel, Outlook) preferred

EDUCATION AND EXPERIENCE

Desired:
• Undergraduate degree in 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
• At least five years’ direct working experience (paid or volunteer) in a Main Street America affiliate program, or equivalent experience in community development, real estate, or economic development
• 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
• 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

Preferred:
Two to three years management experience (paid or volunteer)
• Familiarity with the geography and history of Minnesota and its ethnic and cultural diversity

SALARY AND BENEFITS

The salary range for this position is $58,000 - $62,000. Benefits include paid no-cost medical insurance with no waiting period from date of hire, IRA with match, unlimited vacation, cellular data allowance, and paid parking or transportation allowance.

Added Benefit: Co-workers who would love to introduce you to all the amazing winter activities that Minnesota has! Indoors and out! Snow is fun!

TIMING

Deadline for application: Before 5pm on July 31, 2022. Applications will be evaluated as they come in. July 31, 2022 is the latest the search will close.

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