

Main Street Manager

About the Role

We're looking for a full-time Main Street Manager to help lead the way in keeping downtown Kendallville vibrant, welcoming, and thriving. This role reports to the Historic Downtown Kendallville Board of Directors and serves as the "face" of the organization. You'll be a strong advocate for our downtown, building relationships, organizing events, supporting local businesses, and helping shape the future of our community.

You'll also make sure we stay accredited with Indiana Main Street and Main Street America by focusing on four key areas: Organization, Design, Promotion, and Economic Vitality.

What You'll Do

Organizational Leadership

- Work with the board to set goals, strategies, and a vision for downtown Kendallville.
- Lead fundraising efforts, including writing grants and securing support from public and private partners.
- Oversee the organization's finances (budgeting, paying bills, reporting).
- Collaborate with the Kendallville Redevelopment Commission and other local groups on downtown projects.
- Build and maintain strong connections with city leaders, businesses, nonprofits, and community partners.
- Give regular updates to the City Council and Redevelopment Commission.

Promotion & Events

- Be the spokesperson for Historic Downtown Kendallville.
- Plan and coordinate downtown events that bring people together.
- Recruit and organize volunteers.
- Keep businesses, leaders, and the community informed about HDK's work.
- Create and carry out a marketing and communication plan to attract locals and visitors downtown.

Business & Design Support

- Manage HDK's co-working space.
- Come up with fresh, creative ideas to support and strengthen downtown.

- Keep an updated database of downtown businesses and properties.
 - Support current businesses and help recruit new ones.
 - Build relationships with business and property owners, landlords, and brokers.
 - Stay current on trends and best practices for downtown development in areas like streetscapes, housing, retail, office, and promotions.
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What We're Looking For

Education

- A four-year degree or equivalent work experience

Experience

- Background in fundraising or grant writing
- Event planning experience
- Skilled at building partnerships and working with the community

Skills & Qualities

- Creative problem-solver who thinks outside the box
- Strong written and verbal communication skills
- Professional, courteous, and approachable
- Organized and self-motivated with strong people skills
- Flexible schedule (some evenings/weekends for events)

Interested participants should submit a cover letter and resume to the HDK board by October 31 via email at susanwjansen73@gmail.com.