



Downtown Galax Grows is hiring for Main Street Director

JOB DESCRIPTION

Downtown Galax Grows (DGG) is seeking to fill the Director position. The candidate will be highly motivated, energetic, and public relations friendly.

Leads the Downtown Galax Grows (Main Street) 501(c)3 organization to promote a mixed-use community through historic preservation using the Main Street 4-Point Approach to revitalization.

Galax's Main Street Director will serve as the on-site staff person, responsible for coordinating all Main Street program activities and volunteers.

Submit your resume
and cover letter to
Info@galaxgrows.com

FLSA Status: Exempt

 **Website**
www.galaxgrows.com

 **Phone**
(276) 235-9399

 **Mail**
P.O. Box 544
Galax, Virginia 24333



WHO WE ARE



Downtown Galax Grows began its journey on September 8, 1987, when we were first established as the Galax Downtown Association. Our mission from the start has been to support and revitalize the heart of our community - Downtown Galax - through economic development, cultural celebration, and a deep commitment to place.

In 1988, we were proudly recognized as a Mobilizing Main Street organization through the Virginia Main Street program, joining a network of communities working to preserve and promote vibrant downtowns across the Commonwealth. While we stepped away from the program in later years, our passion for revitalization never wavered.

In 2022, we rejoined Virginia Main Street once again as a Mobilizing Main Street organization, reaffirming our commitment to downtown transformation. Our continued efforts and growing impact led to a major milestone in 2024, when we were officially designated as an Advancing Main Street community.

Today, we are proud to be a Virginia Main Street Advancing Community and an affiliate of Main Street America. These designations reflect not only our progress, but also our vision for a thriving, welcoming, and sustainable downtown Galax. As we grow, we remain grounded in our roots and guided by a belief in the power of community-driven revitalization.

MISSION AND VISION

Our mission is to further strengthen and grow downtown Galax as an authentic Appalachian destination and vibrant community for residents.

Our vision is to further establish downtown Galax as an exceptional place for visitors seeking an authentic Appalachian cultural experience and a welcoming environment for entrepreneurs wishing to serve them.



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JOB DESCRIPTION

The Downtown Galax Grows Main Street Director will report to the
Downtown Galax Grows Board of Directors

Their primary focus will be to serve as the Director of the non-profit organization. In this capacity the Director will work with the business owners, property owners, investors, and visitors of Downtown Galax while also growing and maintaining relationships with the City of Galax, Virginia Main Street, local and state elected officials, and other civic organizations in the area.

Duties include:

- Coordinates activity of the Galax Main Street program.
- Assist the Main Street program's board of directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation, promotion, organization/management, and economic restructuring/development.
- Coordinates activities of the Main Street program's committees, ensuring that communication between committees is well established; and assisting committees with implementing their work plans.
- Oversees administrative aspects of the non-profit organization, including purchasing, state and federal reporting, record keeping, budgets, accounting, preparing reinvestment reports, and supervising part-time employees, volunteers, and consultants.
- Responsibly represents the interests of the commercial district revitalization program publicly; developing and conducting ongoing public awareness and education programs to enhance public appreciation of the commercial district's assets.
- Assists individual tenants and property owners with business and property improvement projects through personal assistance from the Board or through obtaining and supervising professional consultants; assisting in locating appropriate contractors and materials; providing advice and guidance on necessary financial mechanisms for physical improvements.
- Encourages a cooperative climate between business owners, property owners, government agencies, nonprofit organizations and others participating in the revitalization process while also being mindful of the various downtown interest groups.
- Oversees the Main Street program format, develop and maintain data systems to track the process and progress of the local Main Street program. These systems should include economic monitoring, individual buildings files, thorough photographic documentation of all physical changes, and information on job and business creation and retention.
- Maintains an existing inventory of available buildings and businesses (public and private) in the City of Galax.
- Identifies training needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training and educational programs.
- Participates in the statewide Virginia Main Street Network to understand best practices in the field, develop and adapt new models, and to build and maintain relationships with funders and supporters.
- Serves as an ambassador and key resource in the recruitment of businesses to locate in Galax.
- Maintains and promotes social media platforms.
- Other duties as assigned.

JOB REQUIREMENTS

Knowledge, Skills and Abilities

A strong communicator who builds positive working relationships with other staff members, partners, consultants, funders and community members. Entrepreneurial, energetic, creative, well organized and capable of functioning effectively in an independent situation. Sensitive to design and historic preservation issues with an understanding of issues facing businesses, building owners, government and community organizations in the commercial district. A solid background in leadership, management, budget oversight and supervisory experience. Demonstrated experience successfully completing time-sensitive and/or high-profile projects through collaboration, consensus and creativity. A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focus on project benchmarks and deadlines. Comprehensive knowledge of economic and community development issues, principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems.

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in economic development or a related field is preferred or a minimum of five years of directly related and progressively responsible experience in planning, economic and/or community development, business or related field. Experience with historic preservation finance and enterprise zone incentives is desirable. Experience managing projects and people in a nonprofit, public agency or private company. Additional education may be substituted for experience where applicable.

Physical Requirements

Must be able to sit for long periods of time while operating a computer and telephone. Must be able to conduct site visits and negotiate terrain with varying slopes and ground conditions, in varying weather conditions. In general, the job is performed in a climate-controlled office setting; however, frequent outdoor visits to sites with various terrains and in varying weather conditions may occur during all seasons of the year. Must possess the ability to lift, carry, push and pull materials and objects weighting up to 50 pounds.

Special Requirements

Licenses and Certificates – None.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License

The City of Galax is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Galax City will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

BENEFITS

- Health/Dental/Vision Insurance
- Participation in Virginia Retirement System (VRS)
- Paid Vacation/Holidays
- Access to employee sponsored life and accident insurance.
- Access to Virginia Credit Union (VCU)