



132 S. Main Street, P.O. Box 260, Batesville, Indiana, 47006

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<https://www.batesvillemainstreet.org/>

Executive Director Description

Role Summary

The Executive Director functions as the chief executive officer of Batesville Main Street and is responsible for advancing the organization's mission through strategic leadership, organizational management, economic development, fundraising, partnership cultivation, and preservation-based downtown revitalization. Reporting to the Board of Directors, the Executive Director leads daily operations, implements the Board's strategic vision, and serves as the primary advocate for Historic Downtown Batesville.

Mission

Batesville Main Street strives to preserve Batesville's illustrious history while transforming and cultivating inviting community gathering spaces while promoting investment in the main street district so it thrives as a place to live, shop, and own a business.

Leadership Responsibilities

The following list is a sample of a number of responsibilities of the Executive Director role.

1. Ensure satisfaction and compliance with accreditation standards for the Organization as an Indiana Accredited Main Street program.
2. Implement the Board's Strategic Plan and annual Work Plan.
3. Provide leadership for the Main Street America Four-Point Approach and coordination of volunteer committees to accomplish board approved and identified initiatives.
4. Manage daily operations, budgets, staff/volunteers, and organizational records.
5. Support Board governance, committees, and policy implementation.
6. Oversee business recruitment, retention, redevelopment, and entrepreneurship initiatives.
7. Coordinate working volunteer committees for placemaking, Downtown Vision Plan implementation, historic preservation, and capital improvement projects.
8. Oversee planning and implementation of signature events including Farmers Market, Monopoly, Food Truck Festival, Batesville Music Bash, Holiday Tree Lighting, and Tap & Chisel.
9. Supervise and assist in sponsorship development, fundraising campaigns, donor stewardship, and grant writing.
10. Manage organizational marketing, website, social media, newsletters, and media relations.
11. Represent Batesville Main Street before City Council, Economic Development Commission, Redevelopment Commission, community organizations, and Main Street Indiana; and
12. Attend the National Main Street Conference, one Community Exchange, and one or more State approved Training(s) annually.

Minimum Qualifications

Bachelor's degree preferred in nonprofit management, business, planning, economic development, communications, marketing, public administration or related field. Equivalent experience considered.

Experience in nonprofit leadership, fundraising, grant writing, event management, financial management, volunteer leadership, communications, and/or economic/community development preferred.

Operational Goals

The Executive Director contract will be assessed annually using measurable metrics as agreed upon by the Executive Director and the Board of Directors. Historically, these metrics have included but were not limited to:

1. 100% on-time Indiana Main Street and grant reporting.
2. Annual Work Plan approved and at least 80% completed.
3. Regular reporting to the Board.
4. Attendance at City Council, Economic Development Commission, Redevelopment Commission, and National Main Street Conference, one Community Exchange, and one State Approved Training.
5. Sponsorship and grant revenue growth.
6. Business recruitment and retention efforts.
7. Successful delivery of annual events.
8. Volunteer and stakeholder engagement.
9. Marketing performance and organizational visibility.
10. Balanced budget and financial stewardship; and
11. Executive Director wellness including at least two weeks of uninterrupted PTO annually.

Compensation

Competitive contractor payment commensurate with qualifications and experience. Benefits and professional development opportunities are provided consistent with Board policy. The role is presently structured as contractor role and benefits are not offered.

Submission Requirements

Applicants interested in this role should contact Batesville Main Street, Inc., via email at BatesvilleINMainStreet@Gmail.com and submit their resume/CV, cover letter, and/or other materials they feel are beneficial to the hiring committee's consideration. Upon receipt, the hiring committee may provide a limited set of additional written questions for an interested candidate's completion.

Applications will be accepted until **August 10, 2026**, or thereafter as determined by the hiring committee. Upon closure of the application window and brief evaluation period, candidates shall be contacted regarding further hiring procedures.