

**Job Title:** Executive Director

**Reports to:** Okmulgee Main Street Board of Directors

**Status:** Full-Time, Exempt

**Location:** Okmulgee, Oklahoma

Website: [www.okmulgeemainstreet.com](http://www.okmulgeemainstreet.com)

Email: [director@okmulgeemainstreet.com](mailto:director@okmulgeemainstreet.com)

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### **Organization Description**

Okmulgee Main Street is a nonprofit organization dedicated to revitalizing downtown Okmulgee through historic preservation, economic development, community engagement, and creative placemaking. By fostering partnerships and implementing the Main Street Four-Point Approach®, we strive to preserve the character of our historic downtown while promoting growth and vibrancy for current and future generations.

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### **Position Summary**

The Executive Director serves as the chief executive officer of Okmulgee Main Street and is responsible for coordinating downtown revitalization efforts using the Main Street Four-Point Approach®: Design, Economic Vitality, Promotion, and Organization. This individual is the principal staff person responsible for program operations, implementation of board policies, management of daily activities, and representation of the organization locally and statewide.

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### **Key Responsibilities**

- Lead the strategic development and execution of Okmulgee Main Street's mission and goals in partnership with the Board of Directors.
- Coordinate the activity of Main Street committees, fostering strong communication and effective implementation of work plans.
- Develop downtown economic development strategies based on historic preservation and local assets.
- Represent Okmulgee Main Street at local, regional, and national levels.
- Prepare and manage the annual budget; maintain accurate financial records.
- Lead fundraising efforts including grant writing, sponsorships, individual donor cultivation, and fundraising events.
- Ensure financial sustainability by diversifying revenue streams and reporting regularly to the Board of Directors.
- Serve as a spokesperson and advocate for downtown revitalization and Main Street principles.

- Develop and conduct public awareness campaigns to build community support for downtown initiatives.
  - Coordinate joint marketing campaigns and promotional events in collaboration with merchants and civic groups.
  - Maintain comprehensive records and data systems to track project impact (e.g., building renovations, business retention, job creation).
  - Provide technical support and guidance for downtown property owners, developers, and tenants in improvement efforts.
  - Supervise staff, consultants, volunteers, and interns; maintain HR policies and performance evaluations.
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### **Qualifications**

- Higher education is preferred, as well as relevant experience and interest in nonprofit management, business, urban planning, historic preservation, or a related field.
  - At least 5 years of experience in organizational leadership, downtown development, nonprofit management, or community planning.
  - Strong background in financial management, fundraising, and public relations.
  - Familiarity with historic preservation principles and small business development.
  - Excellent written and verbal communication skills.
  - Entrepreneurial, highly organized, and able to work independently in a dynamic environment.
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### **Physical Requirements**

- Ability to lift up to 50 pounds.
  - Must be able to walk extensively, stand for prolonged periods, and climb stairs, including in historic buildings with limited accessibility.
  - Ability to work in a variety of environments including outdoor events and construction or renovation sites.
  - Must have reliable transportation and be able to travel locally and occasionally out of town for training or conferences.
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### **Work Schedule & Additional Requirements**

- Occasional evening and weekend hours required for meetings and events.
- Background check required.
- Must possess a valid driver's license and maintain appropriate insurance coverage.

**FOR IMMEDIATE RELEASE**

**Contact:**

Okmulgee Main Street

**Okmulgee Main Street Seeks New Executive Director to Lead Downtown Revitalization Efforts**

**Okmulgee, Oklahoma – May 15, 2025** – Okmulgee Main Street, a nonprofit organization devoted to revitalizing downtown Okmulgee through historic preservation, economic development, and community engagement, is now accepting applications for the position of Executive Director.

This full-time leadership position offers a unique opportunity to make a lasting impact on the cultural and economic vibrancy of historic downtown Okmulgee. The Executive Director will serve as the chief executive officer and be responsible for implementing the nationally recognized Main Street Four-Point Approach®—Design, Economic Vitality, Promotion, and Organization.

“We are looking for a dynamic, community-minded leader who is passionate about small-town revitalization and historic preservation,” said Andy Goodnight, President of the Board of Okmulgee Main Street. “The Executive Director will play a critical role in building partnerships, supporting local businesses, and bringing new life to our downtown district.”

Key responsibilities include overseeing program operations, coordinating committees and volunteers, managing financial and fundraising efforts, as well as representing the organization at local and statewide levels. The ideal candidate will have a background in nonprofit or downtown development, excellent communication and fundraising skills, and a strong understanding of historic preservation and economic strategy.

Applicants are preferred to possess a college degree and have experience in nonprofit management, urban planning, business, or a related field. A minimum of five years of relevant leadership experience is also preferred.

For a full job description and application instructions, please visit [www.okmulgeemainstreet.com](http://www.okmulgeemainstreet.com)

Applications will be accepted until June 9<sup>th</sup>, 2025