

MAIN STREET MANAGER/COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

LOCATION: Brentwood Borough, PA

SALARY RANGE: \$60,000 to \$85,000 per year, plus comprehensive benefits package

EMPLOYMENT TYPE: Exempt, Salaried, Flexible Schedule

POSITION SUMMARY

Brentwood Borough is hiring its **first-ever Main Street Manager/Community and Economic Development Director**, a groundbreaking position designed to lead the revitalization of our community's business districts and implement key strategies to promote economic growth. This dynamic role will manage Brentwood's participation in the **Pennsylvania Main Street Program** and oversee the implementation of the Borough's **Implementable Comprehensive Plan**, working closely with local businesses, property owners, and community leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Main Street Program Management:** Lead and oversee all aspects of Brentwood's participation in the **Pennsylvania Main Street Program**, using the Four-Point Approach®: Organization, Promotion, Design, and Economic Vitality.
- **Community and Economic Development:** Implement initiatives from Brentwood's **Implementable Comprehensive Plan**, focusing on sustainable economic development and neighborhood revitalization.
- **Executive Director, Brentwood Business Owners Association:** Serve as a liaison between the Borough and the local business community, organizing regular meetings, events, and advocacy efforts.
- **Grant Writing & Management:** Identify and pursue relevant grant opportunities to support business development and community programs, manage awarded grants, and ensure compliance with all requirements.
- **Marketing and Sponsorship:** Develop marketing strategies for the business districts and identify sponsorship opportunities to support Borough events and programs. Provide support and participate with the 4th of July Parade Committee.
- **Outreach and Relationship Building:** Be out in the community, meeting with key stakeholders, business owners, and community leaders to drive engagement and support local businesses. Build strong, collaborative relationships to support economic vitality.

- **Flexibility:** While based in Brentwood's **brand-new municipal building**, this role offers a **flexible schedule** that will include significant time spent interacting with the community and attending various local events.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business/Public Administration, Community Development, Marketing, or a related field.
- 3-5 years of experience in economic development, community development, or a related field.
- Strong project management and organizational skills.
- Experience with grant writing, fundraising, and management.
- Excellent communication and interpersonal skills.

Preferred Qualifications:

- Master's degree in a relevant field.
- Certified Main Street Manager (CMSM) designation or willingness to obtain.
- Familiarity with local government operations or non-profit organizations.
- Knowledge of the Borough of Brentwood, and Pittsburgh region's economic landscape.

Necessary Knowledge, Skills, and Abilities

- **Proficient in the use of computers and electronic data processing systems;** familiarity with modern office practices and procedures related to community and economic development.
- **Familiarity with social media platforms** and experience managing **digital marketing and communications**, including outreach for community events and business district promotions.
- **Strong organizational skills** to handle administrative tasks related to managing grant applications, project timelines, and event coordination for economic development programs.
- **Ability to collaborate across Borough departments** and work effectively with external stakeholders, such as business owners, property managers, and community leaders, to manage the public-facing aspects of business revitalization projects.

- **Excellent written, oral communication, and interpersonal skills;** strong problem-solving abilities; able to resolve questions and concerns from residents, businesses, and community organizations.
- **Ability to effectively communicate with Council Members, residents, business owners, Borough employees, and other community stakeholders** on a professional basis. Due to the nature of the position, the Main Street Manager/Community and Economic Development Director must be precise, attentive to detail, and able to speak clear and fluent English.

Professional Development: This position offers opportunities for professional growth, including access to ongoing training and certification programs related to economic development, grant writing, and the Pennsylvania Main Street program. The Borough encourages continued education and professional development.

EQUIPMENT USED

Telephone, personal computer with word processing and project management software, tablet (iPad or similar), copy machine, and fax machine. Proficiency with digital communication tools and familiarity with modern office technology is essential.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Prolonged Periods of Sitting or Standing:** The role likely involves extended time sitting at a desk, answering inquiries, or working on a computer, as well as standing during community events or at the front desk.
- **Frequent Walking or Moving Around the Office:** As the position may require interacting with various departments or assisting visitors, some walking or moving around the municipal building will be necessary.
- **Light Lifting:** The employee may occasionally need to lift or carry materials such as files, event supplies, or promotional materials (typically less than 20 pounds).
- **Manual Dexterity:** The role involves regular use of a computer, phone, and other office equipment, requiring manual dexterity and visual acuity.
- **Public Speaking:** The position may involve speaking at meetings or public events, which could require standing for extended periods.
- **Travel to Community Events or Meetings:** There may be occasional local travel required to attend community meetings or events, which would require mobility.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **The noise level in the work environment ranges from quiet to moderately noisy**, depending on whether the employee is in the office or out in the community attending events, meetings, or interacting with business owners and residents.
- **This position offers a combination of office work** in a newly renovated municipal building and **community-based activities**, where the employee will engage with various stakeholders in outdoor or public settings.

Travel Requirements: The position will require travel within Brentwood Borough for community outreach, meetings, and events. Occasional travel for training, conferences, and networking related to economic development may also be required.

Performance Metrics: Success in this role will be measured by the effective implementation of the Pennsylvania Main Street program, the successful management of grants, fundraising/sponsorships, the growth and engagement of the Brentwood business community, and the progress made toward achieving the objectives outlined in the Borough's Implementable Comprehensive Plan.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.