

Title: Main Street Program Manager  
Location: Wyoming  
Division: Services  
Reports To: Services Director  
Position Status: Exempt  
July 2021

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**Basic Purpose:**

Lead the Wyoming Main Street program to encourage economic development in Wyoming communities within the context of historic preservation in accordance with National Main Street Center Standards. Assists established Wyoming Main Street communities, provides guidance and technical assistance to communities interested in pursuing an official status in the program, and builds relationships with complimentary organizations, stakeholders, and communities on a statewide basis. Develops and maintains networks and relationships both internally and externally to optimize resources for accelerating Wyoming's economic diversification efforts. Implements and distributes Main Street resources to maximize Wyoming's economic diversification efforts within existing Main Street communities as well as new communities who wish to pursue the goals and standards of the Main Street program.

**Essential Duties:**

- Provide technical assistance to all Wyoming Main Street communities, newly established or well-established.
- Assist communities that are interested in becoming an official Wyoming Main Street community
- Administer Technical Assistance funds
- Administer the Historical Architectural Assistance fund
- Track community reinvestment information
- Seek/plan/organize training opportunities, including the annual Wyoming Best Practices Workshop held in conjunction with the national conference, Main Street Now
- Conduct meetings for the Wyoming Main Street Leadership (managers/directors) to keep them informed and to provide relevant, timely training.
- Work with the National Main Street Center and instill the Main Street methodology in the Main Street communities
- Promote opportunities available through the Wyoming Business Council and other agencies
- Form partnerships with organizations such as WOT, WEDA, WAM, Alliance for Historic Wyoming, SHPO, UDSA, etc.

**Position Requirements:**

- Strong promotion and advocacy skills. Ability to build and promote trust and teamwork are essential skills.
- Strong communication skills; written and verbal.
- Solid decision-making skills.
- Work well independently and as a member of a team.
- The ability to travel is required.
- Any combination of education and experience equivalent to a college degree plus three years' work related experience in a professional setting. Community development experience and extensive experience in the Main Street Approach is preferred.