

Claremore Main Street Program Manager

Do you love historic downtowns, community events, and helping small businesses thrive?

Claremore Main Street is looking for an energetic, thoughtful leader to help continue the momentum we've built and keep our district vibrant, welcoming, and full of life. As our Main Street Program Manager, you'll be at the heart of building connections, supporting merchants, and celebrating everything that makes our downtown special.

What You'll Do

Keep Us Connected & Compliant

- Handle monthly, quarterly, and annual reporting to the Department of Commerce and other funding partners.
- Track program data, maintain accurate documentation, and make sure we stay on top of grant and program requirements.

Be a Community Builder

- Build strong, positive relationships with merchants, property owners, donors, and neighbors.
- Act as a friendly resource, helping connect people, ideas, and opportunities throughout the district.

Bring the Fun to Downtown

- Assist with planning and coordinating signature events like Dickens on the Boulevard, Food Truck Thursday, fundraisers, and more.
- Help with logistics, partner communication, and on-site support to keep events running smoothly.

Keep Everyone in the Loop

- Communicate clearly and positively with all stakeholders—board members, merchants, community members, donors, and partners.
- Help craft newsletters, social media updates, and messaging that reflect our upbeat, downtown-proud personality.

Support Our Finances

- Assist with monthly financial reports, budgeting, and grant-related tracking.
- Work closely with board leadership to ensure everything is accurate and transparent.

Grow Our Volunteer Team

- Recruit, coordinate, and support volunteers for events, projects, and ongoing initiatives.
- Inspire community members to get involved and feel connected to our mission.

What You Bring

- A love for community, small businesses, and bringing people together.
- Strong communication and relationship-building skills.
- Experience with events, community engagement, or nonprofit work (a plus, but not required).
- Ability to juggle multiple tasks, meet deadlines, and pitch in where needed.
- Comfortable working evenings and weekends for events and meetings.
- Basic financial or administrative experience is helpful.

Benefits

- Salary starts at \$45,000 with bonus potential.
- Benefits: Flexible schedule, community networking opportunities, and professional development through Main Street training.

If you are ready to help shape the future of Claremore Main Street, please submit your resume with a cover letter to info@claremorems.org by January 5, 2026.