



Illinois Main Street Manager

Position Description

Location: Remote, with regular travel throughout Illinois (up to 50%)

Job Type: Full-time

Salary: \$80,000 - \$85,000 / year

Landmarks Illinois seeks a collaborative, relationship-driven professional with a passion for community and economic development to serve as Illinois Main Street Manager. This position leads the day-to-day work of Illinois Main Street, supporting communities across the state and connecting local Main Street leaders with the expertise, resources, partnerships and peer networks they need to build vibrant and resilient downtowns.

About the Role

Illinois Main Street, a program of Landmarks Illinois, is an official Main Street America™ Coordinating Program, currently supporting 39 Illinois communities applying the Main Street approach through a growing statewide network. Landmarks Illinois acquired Illinois Main Street in October 2026 from its partners at Main Street America. The mutually agreed-upon acquisition brought together two statewide organizations with decades of experience helping Illinois communities preserve historic places, strengthen local economies and build thriving downtowns.

The Illinois Main Street Manager serves as the primary point of contact and connection for this statewide network, fostering relationships among communities and linking local leaders with partners, programs and resources. The Manager provides hands-on support to local leaders while developing training, technical assistance, networking, funding and other opportunities that strengthen Main Street organizations and advance preservation-based economic development across Illinois.

The Manager oversees the day-to-day operations of Illinois Main Street and helps shape the program's long-term strategy and growth. The position reports to the Landmarks Illinois Director of Public Affairs.

Duties and Responsibilities

Community Support & Program Delivery

- Serve as the primary point of contact for participating communities, providing ongoing support through regular communication, on-site visits, meetings, onboarding, technical assistance and leadership development, and serve as a

resource to communities on downtown revitalization, historic preservation and preservation-based economic development.

- Collaborate with the Landmarks Illinois Director of Public Affairs, Main Street America staff and partner organizations to plan and deliver technical assistance, training and educational programming that supports implementation of the Main Street Approach in Illinois communities.
- Plan and deliver Illinois Main Street member services, including educational workshops, leadership training, peer networking opportunities and the annual Illinois Main Street Conference.
- Coordinate with Main Street America and other Coordinating Programs to ensure alignment with national program standards, reporting requirements, accreditation and opportunities for collaboration.
- Manage the application and designation process for local Main Street organizations, including outreach, recruitment, onboarding and ongoing engagement.
- Administer Illinois Main Street grant programs, including developing application materials, coordinating the review and award process, monitoring grant compliance and providing technical assistance to participating communities.

Partnerships, Funding & Visibility

- Build and maintain strategic relationships with government agencies, nonprofit and philanthropic organizations, corporate partners, community leaders and other stakeholders to advance Illinois Main Street and Landmarks Illinois initiatives.
- Represent Illinois Main Street and Landmarks Illinois at conferences, trainings, meetings and other public events.
- Work collaboratively with development staff to identify funding opportunities, prepare grant applications and reports, support sponsorship and fundraising initiatives and steward public and private investment in Illinois Main Street.
- Partner with the Landmarks Illinois Communications Team to share the impact of Illinois Main Street, participating communities and preservation-based economic development through print, digital and social media as well as public engagement efforts.

Program Management

- Develop and manage the Illinois Main Street program budget in collaboration with the Director of Public Affairs, supporting effective operations and long-term program sustainability.

- Monitor program performance, maintain program records and required reporting, evaluate outcomes and prepare reports for Landmarks Illinois, Main Street America, funders and other stakeholders.
- Serve as staff liaison to the Illinois Main Street Committee, working with the committee chair to develop agendas and facilitate meetings.
- Help shape and implement the long-term strategy, growth and continuous improvement of Illinois Main Street in collaboration with the Landmarks Illinois Director of Public Affairs.
- Perform other duties as assigned.

Organizational Responsibilities

- Understand and advance Landmarks Illinois' mission, vision, Transformational Plan, Guiding Principles and organizational priorities.
- Collaborate with Landmarks Illinois staff, board members and committees to foster a professional, respectful, inclusive and collegial working environment.
- Communicate regularly with staff and organizational leadership to build awareness of and engagement with Illinois Main Street.
- Participate in staff and board meetings and Landmarks Illinois programs and events.

Required Qualifications

- Bachelor's degree in community and economic development, urban planning, public administration, historic preservation, nonprofit management, or a related field, or an equivalent combination of education and relevant professional experience.
- At least five years of progressively responsible professional experience in program management, community and economic development, downtown revitalization, historic preservation, nonprofit management or a related place-based development field.
- Demonstrated ability to manage complex projects, coordinate competing priorities, implement programs serving diverse stakeholders, work independently with general supervision, exercise sound judgment and adapt to changing priorities.
- Experience collaborating with local governments, nonprofit organizations, community leaders, funding partners and other stakeholders.
- Strong organizational, analytical and problem-solving skills, with the ability to manage multiple projects and meet deadlines.
- Excellent written, verbal, interpersonal and presentation skills, with the ability to communicate effectively with diverse audiences.

- Commitment to equity, inclusion and engaging diverse communities.
- Ability to travel regularly throughout Illinois, up to 50% of working time, including occasional overnight travel and evening and weekend commitments. A valid driver's license is required.

Preferred Qualifications

- Familiarity with the Main Street Approach and with Illinois communities, organizations and public policy.
- Experience administering grants, contracts or other funding programs, including application, reporting, compliance or technical-assistance responsibilities.
- Spanish-language proficiency is a plus.
- Experience with database management, virtual meeting platforms or GIS applications.
- Experience managing social media platforms and content management systems (CMS), including developing, publishing, and maintaining digital content.

Pay and Benefits

Salary: \$80,000-\$85,000 annually, commensurate with experience

Benefits include:

- Blue Cross Blue Shield health insurance; Landmarks Illinois contributes 95% of the cost of HMO coverage, with an equivalent employer contribution available toward HMO or PPO options.
- Employer-paid individual dental, vision, life, AD&D and long-term disability insurance.
- 10 vacation days during the first year, increasing with tenure.
- 14 paid holidays, with flexibility to reallocate holiday time.
- 6 sick days annually.
- 5% employer 401(k) match after one year.
- 12 weeks of paid caregiver and medical leave.

How to Apply

Please submit a resume and cover letter describing your interest in the position and relevant experience to Quinn Adamowski, Landmarks Illinois Director of Public Affairs, at qadamowski@landmarks.org. Applications will be reviewed on a rolling basis, with priority consideration given to applications received by October 25, 2026.