



EXECUTIVE DIRECTOR HILLSBORO DOWNTOWN ASSOCIATION

Duties and responsibilities: Works with the Hillsboro Downtown Association's board of directors and volunteers to implement a comprehensive downtown revitalization program using the Main Street Four Point Approach®. The Executive Director is responsible for assisting in the development, conduct, execution, and documentation of the program. He/She is the principal on-site person responsible for coordinating all program activities and volunteers, as well as representing the organization locally, regionally, and nationally as appropriate.

The Executive Director should carry out the following tasks:

- Coordinate and assist the HDA committees with implementation of work plan items; manage all administrative aspects of the local Main Street® program including purchasing, record keeping, budget development, accounting, preparation of reports, and supervising employees and volunteers.
- Develop, in conjunction with the Board of Directors, strategies for preservation-based economic development using the community's human and economic resources.
- Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district.
- Act as a liaison to help create a cooperative climate between and among the various downtown stakeholder groups and local public officials.
- Help conduct on-going public awareness and education programs designed to foster an understanding of the HDA's goals and objectives.
- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of downtown Hillsboro's assets and to foster an understanding of the Main Street program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Help build strong and productive working relationships with appropriate public agencies at the local and state level

Requirements: The successful candidate should have at least five (5) years education and/or experience in one or more of the following areas: public relations, promotions and special event coordination, design, journalism, planning, business administration, public administration, retail management, volunteer or

nonprofit administration, small business development, architecture, historic preservation, and/or economics. He/She must be knowledgeable about marketing, attracting new businesses, and retaining existing businesses. He/She must be sensitive to design and preservation issues. He/She must understand issues confronting downtown business people, property owners, public agencies and community organizations.

The successful candidate must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. He/She must have the ability to build and maintain a team of motivated volunteers. Excellent verbal and written communication skills are essential. Supervisory skills are desirable. Some travel required.

Previous experience working for a Main Street® organization, another type of downtown organization, or a volunteer-based nonprofit organization a plus.

Responsible to: Hillsboro Downtown Association Board of Directors

Schedule: 40+ hours per week. Flexible schedule based upon activities of organization.

Salary: Commensurate with experience

Position closes: January 3, 2011

Please send resume and list of five references by January 3, 2011 to:

Hillsboro Downtown Association
PO Box 611
Hillsboro, Oregon 97123
Or
Email: info@hillsborodowntown.org

Anticipated interview schedule:

Screening completed:	January 14, 2011
Interview calls placed:	January 19
First Interviews held:	February 2
Second Interview if necessary:	February 7
Decision made:	February 14

Start date: On, or before, February 28, 2011