



JOB DESCRIPTION - Main Street Oregon City (MSOC) Executive Director

Position Details:

This is full time position with evening and some weekend work.

Salary Range: \$55,000 - \$70,000 with matching contribution to a retirement account.

Staff Supervision: 1 - MSOC Community Coordinator (full time staff position)

General Description:

Work independently and with the MSOC Board of Directors, Program Partners, and Volunteer Project Committees to cultivate a more active, vibrant and sustainable downtown. Focus on 4 strategic areas: marketing and promotion, capacity building, design and preservation, and business recruitment. Manage the day-to-day operation of the non-profit MSOC guided by annual goals and work plans. Support MSOC volunteer committees, projects and partners.

Major Job Elements:

Develop the capacity of the non profit MSOC (a 501c3) to implement volunteer based, locally driven projects in downtown Oregon City. Act as the point person for downtown Oregon City on a range of issues and build relationships with property owners, business owners, elected officials, developers, professionals and downtown stakeholders. Advocate for the vision of a more active, vibrant and sustainable downtown as an asset to Oregon City and the Portland Metro Region. Sustain program funding through renewal of the Downtown EID, programatic support from partners and through grant writing.

Reports to: Board of Directors via the President of the Board

Area of Major Time Commitment:

Downtown Manager Work Plan Implementation (Project Management) 23-35 hours/week

Meetings with Downtown Stakeholders 6-10 hours/week

Meetings with MSOC Volunteer Committees 2-6 hours/week

Organizational Development 5-10 hours/week

Management and Operations 5-10 hours/week

Minimum Requirements: Four-year degree or equivalent, 3-5 years of experience, familiarity with grants, public relations, and project management.

Well qualified applicants will have familiarity with one or more of the following: real estate, business recruitment, community engagement and/or finance.

Anticipated Results: Support the organizational goals as defined by board of directors (examples):

- Encourage rehab/adaptive reuse projects.
- Support new constructions projects initiated downtown.
- Encourage the addition of residential capacity downtown.
- Business recruitment.
- Develop programs that activate downtown.
- Expanded community support of MSOC and Downtown.
- Increased level of “community building” downtown as the community gathers and coalesces around a shared sense of identity and shared vision for the future of downtown.
- Develop a more active and sustainable non-profit MSOC to implement further change.



MSOC's next Executive Director will build upon a foundation of success in order to lead the continued revitalization of Oregon City's 169 year old downtown. This position will be best filled by a true Jack (or Jill) of all trades capable of managing complexity and a comprehensive approach to program and partnership development.

As one of the leading downtown revitalization programs in the State of Oregon, Downtown Oregon City and MSOC Inc. are well positioned for continued success which includes addressing the following opportunities and challenges: integration of the Blue Heron Mill site development into the existing downtown, business recruitment, addition of more off-street parking capacity, the addition of residential development downtown, renewal of the Economic Improvement District.

As a response to this job posting please submit your resume, one-page cover letter and answers to the following questions to: downtownoregoncity@gmail.com before **August 15th 2013**.

1. Share with us your experience leading a nonprofit focused on community building, place making and/or downtown revitalization. (Please limit your response to no more than 350 words).
2. Please share with us your approach and experience to building partnerships with organizational partners, stakeholders and volunteers (Please limit your response to no more than 350 words).
3. Please share with us your experience managing staff, volunteers and a budget (Please limit your response to no more than 350 words).
4. Please share with us your experience working on a redevelopment project and the role you played in the success of this project (Please limit your response to no more than 350 words).
5. Please share with us three examples of business recruitment that you would use in downtown Oregon City (Please limit your response to no more than 350 words).
6. Please share with us an example of your experience in grant writing or grant management. (Please limit your response to no more than 350 words).

Optional Responses (Please choose one - there is no "right" question.)

- A. Please share with us your spirit animal?
- B. If you were a Star Wars character what would your name be?
- C. Describe your three most important values.

Thank you for your interest in Main Street Oregon City (MSOC). We will review submissions and contact eligible candidates for a series of three interviews; one with the search committee, local stakeholders, and the Board of Directors.