Position available: Executive Director

Beginning salary: $40,000 plus medical allowance

Open until: Position is Filled

Send resume and five references to Albany Downtown Association, 126 Ferry Street SW, Albany, OR 97321. Please call 541-928-2469, and ask for Heidi Junge, Board President if you have additional questions.

NATURE OF WORK

The Executive Director is responsible for planning, organizing, and directing the activities and operations of the Albany Downtown Association. The Executive Director represents the Albany Downtown Association and its members to the public. The Executive Director is the key liaison to members, volunteers, and the downtown community.

The Executive Director will be a full time manager, who will plan and carry out quality promotional and development projects, work to strengthen the economic structure of the downtown, serve as an advocate and work together with volunteers to strengthen the downtown area. The Executive Director provides leadership, facilitates progress, supplies resources, imparts vision, motivates volunteers, and participates in dynamic relationships with downtown owners, merchants, visitors, and partner organizations. The Executive Director sees the Big Picture, pays attention to details, builds capacity in the organization, and is a capable ambassador and organizer.

SUPERVISION RECEIVED/REVIEW OF WORK:

The ADA Executive Director works under the general direction of the Board of Directors of the Albany Downtown Association, who review work for effectiveness and conformity with established standards and policies.

Reports to: Board of Directors

Supervises: Staff

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as Illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

* Assisting committees in Developing and carrying out annual work plans.
* Working in conjunction with the ADA Board of Directors
* Coordinating volunteers and committees
* Managing administrative aspects of the Program
* Coordinating and communicating with the State Main Street Coordinator
* Being a representative and advocate for Albany at conferences and for issues at local and state level.
* Encouraging a cooperative climate with other downtown and community organizations
* Assisting business and property owners with business and property improvement projects
* Developing appropriate downtown revitalization strategies
* Helping build productive relationships with city government including attending City Council, CARA and other public meetings as an advocate for downtown projects.
* Managing and enforcing the downtown parking district as set out in City ordinance

**Promotion/Marketing**

* Promoting and managing public relations of the organization and related events
* Developing and coordinating special promotion and events
* Defining an advertising plan and implement upon Board approval
* Working with outside businesses and associations to support the downtown business climate
* Managing and carrying out downtown promotions involving overseeing of setting up and tearing down of equipment

**Public Relations**

* Stay current with downtown activities and needs
* Developing and maintaining a data system to track the progress of the local program
* Create and maintain public awareness and education programs concerning the downtown.

**Working with downtown revitalization committees**

* Coordinating activity of these committees
* Ensuring communication is established and maintained
* Assist with execution of work plan
* Proving ongoing volunteer support

**Administrative Aspects**

* Record-keeping and accounting
* Prepare an annual budget that meets the objectives of the four point approach
* Control and administer the budget set by the Board
* Preparing and filing reports
* Filing legal documents
* Structure staff and work responsibilities for maximum productivity
* Manage communication between Board and staff
* Ensure all committees are staffed and meeting regularly
* Report regularly to the Board on progress of meeting our long-term purpose and other issues of concern

**Representing**

* Serving as an advocate for downtown issues at the local and state level
* Represent program at Oregon Main Street and Downtown Managers meetings and conferences

QUALIFICATIONS & REQUIREMENTS:

1. EDUCATION AND EXPERIENCE

A Bachelor’s degree is preferred. Demonstration of progressively responsible professional experience, at least five years of which have been in a management position. Demonstrated experience at managing across committees and organizations where volunteers are managed as well as experience as a volunteer. Demonstrated ability to build consensus among disparate groups and people through influence and persuasion.

1. KNOWLEDGE, SKILLS, AND ABILITIES

Strong organization skills, the ability to create and maintain strong relationships with a broad spectrum of people. Technical inclination and strong computer skills a plus. Skill in: operation of tools and equipment used; and written and oral communication. Ability to: plan, organize and direct the activities of a department; speak effectively before large gatherings; communicate effectively in both written and oral form; and establish and maintain effective relationships with employees, board members, community members, ADA members, city staff, state program directors, national Main Street representatives, and the public.

1. SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Oregon driver’s license.

SUPERVISIONS/LEAD WORK EXERCISED:

This is a supervisory position. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

WORK ENVIRONMENT/WORKING CONDITIONS/PHYSICAL DEMANDS:

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Executive Director’s time is split between office work and out-of-office activities. Much of this job is performed during regular business hours but will be required to work some evenings and weekends. Some work occurs in an office environment under usual working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. Some of this job is performed at downtown events including supervision of event setup, operations, and clean up. Occasional travel includes local, regional and national settings.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones.