



La Grande Main Street Downtown

Mission: To create an inviting, sustainable downtown rooted in La Grande's history and culture, providing a vital center for commercial and community activities.

Executive Director Job Announcement – June 15, 2015

La Grande Main Street Downtown (LGMSD) seeks an innovative, self-driven individual to serve as Executive Director of the nonprofit organization in La Grande, Oregon. La Grande, located at the foothills of the Blue Mountains and along the Grande Ronde River, has many activities:

- Eastern Oregon Beer Festival
- Eastern Oregon Film Festival
- Bike the many paved roads or mountain trails on the 134 mile Grand Tour Scenic Bikeway or at Mt. Emily Recreation Area (MERA)
- Explore the Oregon Trail
- Proximity to local rodeos: Pendleton Round up, Elgin Stampede, etc
- Bird watching can be viewed year 'round, with migrating flocks passing through or stopping to nest near wildlife areas and preserves
- From Hiking, Motorcycle riding, Alpine and Nordic skilling, OHV, Fishing, River Rafting, Canoeing, Hunting or Golfing -- we have it all!

Major Job Elements:

- Build relationships with property owners, business owners, developers, professionals, elected officials, volunteers, and the community.
- Advocate for the vision of LGMSD and serve as the primary point of contact for the organization.
- Assist the Board of Directors and each of the four standing Main Street Committees to develop an active, vibrant and sustainable downtown.
- Maintain and continue to develop the capacity of LGMSD to implement volunteer based, locally driven projects in downtown La Grande: Facade Grant Program, Eastern Oregon Beer Festival, and a variety of downtown promotional activities and events.

Minimum Qualifications:

- Experience in one or more of the following areas: architecture, historic preservation, economics, public relations, promotions and special event coordination, design, urban planning, business administration, public administration, retail management, volunteer or nonprofit administration and/or small business development.
- Must be sensitive to historic preservation issues.
- Ability to build and maintain a motivated volunteer base
- Must possess excellent verbal and written communication skills.
- Must be energetic, entrepreneurial, imaginative, well organized, possess a good sense of humor, and be self-motivated and well organized.
- Must be a strong leader, motivator, and be able to delegate duties.
- Must possess time management skills.
- Have a grasp of basic marketing concepts.

Desired Qualification:

- Bachelor degree is preferred in one or more of the following areas: architecture, historic preservation, economics, public relations, urban planning, business administration, public administration, retail management, volunteer or non-profit administration and/or small business development.
- Experience in one or more of the following areas: The Main Street Four-Point Approach®, business/economic development, city/urban planning, marketing, historic preservation, community organizing, fundraising, non-profit management and/or volunteer management.
- Marketing experience or demonstrate a strong grasp of basic marketing concepts.

Salary and work schedule:

- \$25,000 +
- 30 hours per week
- Two weeks paid vacation

Interested candidates shall submit a cover letter and resume along with three references by Wednesday, July 1, 2015. Either mail the documents to LGMSD, PO Box 3321, La Grande, OR 97850 or email director@lagrandemainstreet.org.

More information and a complete job description available at www.lagrandemainstreet.org.