

12/19/2016

Job Announcement

Title: Executive Director
Klamath Falls Downtown Association (KFDA)

This is a full time, salaried position with health benefits. Salary will be up to \$50,000 depending on experience or qualifications. This position is guaranteed for 1 year. Candidate will be required to assist in the development of sustainable funding for the position going forward.

Our Mission: Klamath Falls Downtown Association (KFDA) formed in 2008, is a group of business owners, professionals and property owners all working together to create, maintain and promote a vibrant downtown.

The KFDA, a 501(c)3 organization, is located in Klamath Falls, Oregon (population 21,000 city limits, 40,000 Urban Growth Boundary). We are seeking an enthusiastic and highly motivated Executive Director to coordinate downtown revitalization activities using the National Main Street 4-Point Approach. We are located on the High Desert side of the Cascade Mountain Range with plenty of sunshine. We are on the Pacific Flyway with Crater Lake right in our back yard. Outdoor activities include hiking, world class fishing, mountain biking, Zip-lining, and much more. Please visit meetmeinklamath.com for a full list of local amenities.

The ideal candidate should have professional experience and/or education in one or more of the following areas: Main Street management, marketing, community development, economic development, planning, urban design, non profit management, small business development, grant writing and/or historical preservation. Proficient computer skills are preferred, but willingness to learn would be considered as well.

The Executive Director will be responsible for operating, coordinating and managing the the KFDA. Essential job functions will include, but are not limited to, event management, volunteer coordination, coordinating our health initiatives, grant writing, membership recruitment, developing computer data bases, graphics and communications, managing social media, website maintenance, and managing the Oregon Main Street requirements including quarterly reports and attending network meetings.

For a full job description please contact Kendall Bell at downtownklamathfalls@gmail.com.