**Position Title**: Executive Director

**Position Term:** Full-time, exempt, grant-funded position until June 30, 2018. Position to be extended upon successful fundraising efforts.

**Application Deadline:** August 18, 2017

**Salary & Benefits:** $50,000 + insurance stipend (annualized); ten days paid leave and major holidays (New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas) and one floating holiday.

The Beaverton Downtown Association seeks a dynamic, motivated Executive Director (ED) to lead the organization’s work promoting Downtown Beaverton. The ED reports to the BDA’s board of directors, and is responsible for planning, organizing and directing the daily activities and operations of the BDA, including involvement in the [Oregon and National Main Street Programs](http://www.oregon.gov/OPRD/HCD/SHPO/Pages/mainstreet.aspx), and within the scope of priorities set by the board. The Executive Director represents the BDA and is the primary liaison to other community organizations, businesses, government offices, and the general public and serves to promote community awareness and partnerships. The position works with the board and committees to ensure consistent recruitment and coordination of committee volunteers, events and fundraising activities, and is responsible for daily oversight of financial, operational and developmental activities to operate within the BDA’s mission in a consistent and professional manner.

**GENERAL DUTIES AND RESPONSIBILITIES**

**Board and Committees:**

* Regularly attends board and committee meetings to stay informed of Board activities and directives, to keep the board informed of important events, and communicates appropriate board information to the public.
* Supports the board in developing, implementing and carrying out strategies for accomplishing identified priorities, goals and objectives.
* Recruits committee and other volunteers and promotes their active and broad participation in the organization's work.

**Financial:**

* Works with the chair and treasurer, and the board, in preparing an annual budget and a fundraising plan.
* Manages the daily operating budget and monitors the receipts and expenditures to assure that funds are expended to the best advantage possible.
* Collects data and information to support grant requests and assists board with developing applications for funding from foundations.

**Communications:**

* Communicates effectively with the board and committees, downtown businesses, the public, and government agencies, and other organizations, and represents the Main Street Program and point of view.
* Manages external communications including the BDA’s website, social media, e-newsletter and other sources.

**Program Development and Administration:**

* Manages the grant administration and deliverables for the Oregon Heritage grant at the Beaverton Masonic Lodge.
* Executes high quality events and promotions to market Downtown Beaverton.
* Develops a social media campaign highlighting unique features of Downtown Beaverton.
* Oversees program, operations and financial/record keeping/reporting activities, and carries out plans and policies authorized by the board.
* Attends workshops and trainings and completes all reporting to Oregon Main Street and the City of Beaverton.

**Community Engagement:**

* Stays abreast and keeps the board informed of downtown development/needs and shifts, and recommends and implements modifications to meet changing needs.
* Works with board and committees to develop business and community partnerships.
* Analyzes community resources and develops strategies for achieving set goals.
* Develops and publishes appropriate communications with stakeholders, Board of Directors, volunteers and the broader community (newsletters, etc.)

**QUALIFICATIONS**

The ideal candidate will be passionate about the mission and work of the BDA and have experience managing a successful Main Street program and/or community and economic development initiatives. The ideal candidate is a motivated self-starter who will proactively build positive, working relationships with a variety of downtown stakeholders. The Executive Director is the sole employee of the BDA and works in close consultation with the board of directors. Normal work hours are weekdays, Monday – Friday, with some nights and weekends expected for activities and events.

Applicants should meet these minimum qualifications:

* At least 3 years’ managing economic or community development initiatives, or relevant professional experience; Main Street program management experience desired.
* Proven successful experience in nonprofit administration and/or leadership.
* Familiarity with the Main Street Approach to downtown revitalization.
* Experience and interest in fundraising; especially working with a board of directors to develop and implement successful fundraising strategies.
* Outstanding communication skills and the ability to communicate effectively with a wide variety of stakeholders.
* Experience managing and motivating volunteers.
* Strong writing skills.
* Tech-savvy with facility in MS Office applications, Dropbox, social media, website content management, and ability to troubleshoot basic IT issues.
* Bachelor’s degree.

**TO APPLY**

Qualified candidates are asked to submit a cover letter, resume and three professional references to [sueanderson@downtownbeaverton.org](mailto:sueanderson@downtownbeaverton.org). Please do not contact the BDA office directly. The deadline to apply is August 18, 2017.