

# BEAVERTON DOWNTOWN ASSOCIATION (BDA)

**Position Title:** Executive Director

**Position Term:** Full-time, exempt, grant-funded position. Grant funding is secured through June 30, 2019 and the position is expected to be extended upon successful fundraising efforts.

**Application Deadline:** July 13, 2018

**Salary & Benefits:** \$50,000 + insurance stipend (annualized)

The Beaverton Downtown Association (BDA) is a nonprofit organization that promotes and supports Downtown Beaverton's economic, social and creative vitality through community-driven projects and programs. The BDA seeks a dynamic, motivated Executive Director to lead the organization's work promoting Downtown Beaverton and building a thriving downtown stakeholder base. The Executive Director 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](#), and within the scope of priorities set by the board. The Executive Director represents the BDA and is expected to develop strong working partnerships with other community organizations, businesses, property owners, government and other downtown stakeholders.

The Executive Director will work with the board to ensure consistent recruitment and coordination of volunteers, produce successful events and fundraising activities, and oversee financial, operational and developmental activities.

## QUALIFICATIONS

The BDA board seeks a motivated self-starter with a high level of maturity who will proactively build positive, working relationships with a variety of downtown stakeholders. The ideal candidate will be passionate about the mission of the BDA and have experience managing a successful community development and/or economic development initiative. 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. The Executive Director is expected to travel to quarterly Oregon Main Street events throughout the state and frequently work in the field visiting business owners and other downtown stakeholders. The Executive Director will develop administrative systems to keep the board updated on project details, partnerships and organizational administration.

Applicants should meet these minimum qualifications:

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

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### TO APPLY

Qualified candidates should submit a cover letter, resume and three professional references to [info@downtownbeaverton.org](mailto:info@downtownbeaverton.org). Please do not contact the BDA office directly. The deadline to apply is July 13, 2018.