

**Dallas Downtown Association****Executive Director****Dallas, OR****Position Term:** Part-Time: April 1, 2020 to March 31, 2021**Application Deadline:** March 13, 2020**Organization Overview**

The Dallas Downtown Association (DDA) is a non-profit (501c3) whose mission is to encourage and inspire the arts, restoration, economic vitality and community spirit in the historic downtown district. As a member of Oregon Main Street, the DDA is currently at the transforming level of the nationally recognized program to enhance the downtown through Economic Vitality, Marketing and Promotions, Design and Preservation, and Organization/Capacity Building.

**Duties may include but are not limited to:**

The Executive Director (ED) is the face of the organization and reports to the President and Vice President in the absence of the President and supports the board and committee members in planning and achieving the organization's mission, strategy, goals and objectives, and then directs the activities toward the achievement of these goals. Responsibilities include community relations, strategic planning and resource development. Hours flex and may include evenings and weekends.

**Primary Duties:**

- Establish and maintain rapport with business owners, downtown stakeholders such as elected officials and developers to accomplish the established goals of the DDA. Avoid community schisms and appear as neutral as possible.
- Work with DDA committees and provide updates and committee work plans to the Board.
- Work in concert with the city, Chamber of Commerce, Visitors Center, Urban Renewal District and other organizations.
- Coordinate volunteers among events and various other projects. Track volunteer hours. Recruit and manage new volunteers, create recruiting material and work plans.
- Manage social media including the Facebook page, Instagram, DDA website, and any other emergent media the DDA decides to use.
- Maintain a quarterly newsletter to update the public on what the DDA is working on, including a main story, new members, etc.
- Complete required paperwork for various organizations, including quarterly reports for Oregon Main Street, such as insurance documents, permits and any formal policies and procedural documents the Organization committee creates.
- Attend regional networking meetings, tourism meetings and summits, conferences and other training sessions deemed appropriate.
- Ensure work plans are executed, and policies and procedures followed including acting as parliamentarian at meetings.
- Other duties as assigned.

**Required Qualifications**

- Self-starter with the ability to take initiative, manage multiple priorities with the ability to flex between

projects easily and work both independently and in a team environment

- Strong organization and project management skills; excellent time management skills
- Strong technical writing skills
- Strong skills in intrapersonal communication and public speaking on and off camera
- Ability to motivate others and work with a diverse population
- Proven ability to drive self and others to meet deadlines
- Conflict resolution skills
- Passion for small towns, historic buildings, and rural development
- Proven skills in working with a Board and leading a non-profit
- Tech-savvy with proven experience in MS Office applications, Dropbox, social media, website content management, Canva or other graphic software
- Experience in fundraising
- Experience with membership drives
- Ability to speak up when overloaded
- Ability to use independent judgment with sound decision-making skills
- Flexibility, adaptability and creativity
- Energetic, positive, personable and a strong sense of humor
- Transparent, honest and high integrity leadership

**Preferred Qualifications:**

- Experience with community organizing, marketing and/or planning
- Familiarity and/or experience with Main Street programs
- Familiarity with the tourism industry
- Associates degree or higher in communications, marketing, business, community development or related field
- Experience with grant writing and strong research skills
- Familiarity with the Main Street Approach to downtown revitalization is ideal but not required.
- Understanding of policy lingo, ability to comprehend and simplify documents into plain language
- Advocate for the vision and mission of the DDA; sustain program funding from the City of Dallas, event income, sponsorships and successful grant writing; manage grant applications, disbursement and supervision
- Passion for small towns, historic buildings and rural development

**Majority of Time is spent on:**

- Project Management/Grant Writing
- Internal and External Meetings
- Management and Operations
- Fundraising
- Membership Outreach

- Support for various committees

### **Physical Requirements**

- Requires light travel. Must have a valid ODL and be able to operate a motor vehicle.
- Must be able to lift up to 35 lbs.
- Must be able to sit 70%, stand 20% and walk 10% of work days.
- Must be able to operate a personal computer.

### **To Apply**

Please submit your resume, a one-page cover letter, two professional references and answers to the following question to Lyndsey Mason, Chairman, Executive Director Search Committee, [ddaapplications@gmail.com](mailto:ddaapplications@gmail.com) 3/13/2020 at 5pm. The Board will conduct interviews the week of 3/16/2020. Incomplete applications are not considered.

*Tell us about your approach to building partnerships with organizational partners, stakeholders and/or volunteers (Please limit your response to no more than 350 words).*

Thank you for your interest in the Dallas Downtown Association (DDA). We will review submissions and contact eligible candidates for a series of interviews. Please do not contact the office directly.

### **About Dallas, OR**

Dallas, Oregon is a community of 17,000 residents, the seat of Polk County, and the heart of Oregon Wine Country. Nestled between the Coastal Range, the Willamette River, and OSU, Dallas is ideally located, with opportunities for recreation, cultural, and educational opportunities in all directions. Dallas is a wine hub, with more than 100 wineries within an hour's driving distance including the entire Van Duzer AVA within a 10-minute drive. Dallas is also on the brink of becoming a hub for cyclists and mountain biking, being in close proximity to the existing Black Rock trail network, and soon to be constructed Gooseneck system. It is an interesting, quickly growing town that you will learn to love.

### **Dallas Downtown Association**

**PO Box 903**

**115 SE Court St**

**Dallas, OR 97338**

<https://dallasdowntownassociation.org/>