



**Dallas Downtown Association, Dallas OR
Executive Director (Contracted Position)
\$1200 per month**

Temporary contracted position with possibility for employment

Application Deadline: December 10th at 5pm

Interviews with selected candidates will be scheduled starting December 14th

Organization Overview

The Dallas Downtown Association (DDA) is a non-profit 501c(3), established in 2014. The DDA's mission is to encourage and inspire the arts, restoration, economic vitality, and community spirit in the historic downtown district of Dallas, Oregon, as a member of the Oregon Main Street Program.

The DDA is currently recruiting for a part-time contracted Executive Director. The Executive Director would work directly with the President and the Board of Directors to ensure the continued success of the organization.

Duties include, but are not limited to:

Primary Duties:

- Manage daily operations and management of the DDA.
- Establish and maintain relationships in the community
- Work to retain and increase DDA memberships and fundraising
- Work in coordination and be a resource for board of directors and committees
- Work in concert with community organizations.
- Manage social media accounts
- Maintain a quarterly newsletter
- Complete required organizational paperwork
- Attend networking events & tourism meetings
- Work with board treasurer to ensure all financials and debts are current and create budgets
- Work with board secretary to communicate board and general membership meetings
- Work with DDA committees and coordinate volunteers
- Other duties as assigned

Required Qualifications

- Management experience
- Strong organization and project management skills; excellent time management skills
- Strong technical writing skills
- Strong skills in intrapersonal communication
- Ability to motivate others
- Experience in MS Office applications, social media, website content management
- Ability to use independent judgement
- Passionate, creative, self-motivated, and flexible
- Maintain a valid driver's license and be at least 21 years old

Preferred Qualifications

- Associates degree or higher in communication, marketing, business, community development, or related field
- Passion for small towns, historic buildings, and rural development

Majority of Time spent on the following:

- Daily management and operations of the DDA
- Support for various committees, including fundraising, membership, and sponsorship outreach

To Apply

Please submit your resume, a one-page cover letter, and two professional references to

ddaprogrammanager@gmail.com

Dallas Downtown Association

PO Box 903

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ddaprogrammanager@gmail.com

<https://dallasdowntownassociation.org/>