



La Grande Main Street Downtown

Mission:

To create an inviting, sustainable downtown rooted in La Grande's history and culture, providing a vital center for commercial and community activities.

Executive Director

Job Description

PROGRAM OVERVIEW

La Grande Main Street Downtown Association (LGMSD) is a nonprofit organization that promotes and supports downtown La Grande's economic, social, and creative vitality through community-driven projects and programs. LGMSD seeks a dynamic, motivated Executive Director (ED) to lead the effort to create a welcoming and economically diverse downtown rooted in La Grande's history and culture. Our organization currently works with volunteers to produce three to five events per year. We are funded through a mix of funding sources including local government support, membership, and special events.

LGMSD uses the nationally recognized Main Street Four-Point Approach® to downtown revitalization developed by Main Street America as a foundation for our work. The Four-Point Approach is a comprehensive means to rebuild a healthy downtown by addressing the economic challenges facing downtown, beautifying and restoring the historic heart of the community, and promoting the downtown with fun events and quality marketing.

MAJOR DUTIES AND RESPONSIBILITIES

The ED reports to LGMSD's board of directors, and is responsible for planning, organizing, and directing the daily activities and operations of LGMSD, including involvement in the Oregon and National Main Street Programs™, and within the scope of priorities set by the board. The ED represents LGMSD on a local and national level and is expected to develop strong working partnerships with other community organizations, businesses, property owners, government, and other downtown stakeholders.

The ED works with the board of directors to ensure consistent recruitment and coordination of volunteers, production of successful events and fundraising activities, and oversee financial, operational, and developmental activities within the context of LGMSD's adopted policies and procedures.

The duties listed below are examples of the various types of work that may be performed by an individual serving as the Executive Director:

- Serve as the primary point of contact for the organization.
- Manage and disseminate inbound and outbound communication for the organization.
- Assist the Board of Directors and committees in developing and implementing both short- and long-term work plan items.
- Administers the Main Street Façade Program in partnership with the City of La Grande.
- Apply for and administer grants as needed.
- Create and maintain a working database of downtown business and property inventory.
- Maintain the website and social media.

QUALIFICATIONS

The LGMSD 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 LGMSD and have experience in nonprofit management, economic development, historic preservation, community development, or related fields. The ED 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:

- Previous nonprofit experience desired, with a background in the areas of event planning, small business development, or volunteer recruitment and management.
- Ability to effectively multitask and organize and manage multiple projects simultaneously.
- Outstanding communication skills and the ability to communicate effectively with a wide variety of stakeholders.
- Demonstrated experience in non-profit fundraising via grant writing and resource development.
- Intermediate to advanced knowledge of MS Office applications, social media, website content management, and ability to troubleshoot basic IT issues.
- Ability to work independently and successfully with a volunteer Board of Directors and to accommodate a demanding yet flexible schedule including some evenings and weekends.
- Experience with the Main Street™ Approach to downtown revitalization preferred.
- Possess or ability to obtain a valid Oregon driver's license.

AREAS OF MAJOR TIME COMMITMENT

- Oversee implementation of LGMSD Work Plan (Project Management).
- Oversee and coordinate the work of LGMSD volunteers and committees to implement Board approved workplans.
- Organizational Development.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and working conditions described are representative of those that are typical of the job and must be agreeable to an employee for them to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A significant portion of the job requires an “on the street” presence downtown, with the executive director calling on businesses, property owners, and other stakeholders. The job also includes supervision of downtown events including event setup, operation, and clean up. Occasional travel includes local, regional and national meetings. This position may regularly require evening and weekend work.

The employee must occasionally lift and/or move up to 25 pounds and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards and telephones.

SALARY AND BENEFITS

The Executive Director's position is a 40hr/wk. position with a salary range of \$50,000 – \$55,000, annually, depending on experience and qualifications. 8 paid holidays and 12 PTO in lieu of sick days/vacation days. 5 PTO days will be added at one year anniversary. \$300 per month stipend for medical coverage.

Applications will be reviewed on September 15, 2025. The position will be open until it is filled. Please submit your cover letter, resume, and three references to: jobsearchdowntown@gmail.com