

Organization: Pendleton Downtown Association
Job Title: Executive Director
Shift: Full-time
Salary: \$60,000+/year DOE
Review of Applicants: Rolling; open until filled



About Pendleton, Oregon

The heart and soul of Eastern Oregon, Pendleton is a vibrant community full of people from all walks of life who welcome you to step into a world where the essence of the West meets modern excitement. Pendleton offers the perfect blend of Western heritage, outdoor adventure, and small-town charm where the stories of cowboys and pioneers blend seamlessly with the rich history and economic vitality of the Confederated Tribes of the Umatilla Indian Reservation. Enjoy a relaxing stroll through Pendleton's historic downtown filled with local shops, craft breweries, and art galleries; or kick it up all summer long as Pendleton comes alive with the Jackalope Jamboree, Pendleton Whiskey Music Fest and Pendleton Round-Up. With year-round recreation from hiking and hunting to fishing and skiing nearby, to affordable living and a strong sense of community pride, Pendleton isn't just a place to visit—it's worth staying awhile.

Organization Overview

The Pendleton Downtown Association (PDA) is a catalytic community-building nonprofit 501(C)(3) organization dedicated to community development and economic revitalization in the Pendleton downtown district, with a focus on preserving and building upon its historical assets and culture. As a member of Oregon Main Street®, PDA is currently at the Designated Main Street level of the nationally recognized program to enhance downtown through economic vitality, marketing and promotions, design and preservation, and organization/capacity building.

Summary of Position

The Executive Director is the face of the organization and reports to the President of the Board 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. Over-arching responsibilities include community relations, strategic planning, project management, and resource development. Hours are flexible and may include evenings and weekends.

Primary Duties

- Establish and maintain rapport with downtown merchants, stakeholders, elected officials, developers and other organizations to accomplish the established goals of PDA. Manage communication through all relevant channels.
- Work with PDA committees and provide updates and committee workplans to the Board.
- Ensure work plans are executed, and policies and procedures are followed in implementing PDA's strategic plan.
- Work in concert with the City of Pendleton and other organizations to develop ordinances and policies which advance the mission of the PDA.
- Manage social media including Facebook pages, Instagram, PDA website and other emergent media the PDA Board of Directors decide to use.
- Complete required paperwork for various organizations and grantors, including reports for Oregon Main Street as well as any formal policies and procedural documents created by the Board of Directors.
- Event planning and coordination; recruitment, management and coordination of volunteers for projects and committees.
- Basic bookkeeping and budget management, including reconciliation, financial reporting and grant administration.
- Attend networking meetings, summits, conferences, and other training sessions deemed appropriate.
- Other duties as assigned by the Board President.

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 skills in intrapersonal communication and public speaking.
- Strong technical writing skills.
- Proven skills in working with a board and leading a non-profit organization.
- Passion for small towns, rural development, and historic buildings.
- Ability to motivate others and work with a diverse population.
- Tech-savvy with proven experience in MS Office applications, QuickBooks, social media, website content management, or other graphic software (Canva, Photoshop, etc.).
- Energetic, positive, personable and a sense of humor, flexibility, adaptability, and creativity.
- Transparent, honest, and high integrity leadership.

Preferred Qualifications

- Experience with community organizing and planning.
- Bachelor's degree in non-profit management, community development or planning, public administration, business, or related field.
- Experience with grant writing and strong research skills.
- Familiarity and/or experience with Main Street@ programs.
- Experience in sustaining program funding from local governments, event income, sponsorships, earned income and grant writing.
- Experience in managing grant applications, disbursement, supervision, and reporting.
- Experience in fundraising.

MENTAL AND PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach for and manipulate objects, tools, or controls. The position will require walking moderate distances outdoors during all seasons. Duties involve moving materials weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment. The employee will be working in usual office conditions, though external meetings will be necessary at times. The employee will utilize a computer, telephone, and a variety of other office equipment. The noise level in the work environment is usually low to moderate.

This position will continuously require use of the employee's interpersonal skills, reasoning and decision-making abilities, comprehension of the English language (verbal and written), timeliness, attention to detail, accuracy, and organization. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Frequently, the employee will need to exercise basic math, creativity, and research skills. Presentation, mentoring, technical writing, and more advanced computer skills may be occasionally requested.

Compensation Package

Starting salary for a full-time employee is \$60,000+ dependent on experience, with the full-time equivalent being 40 hours per week. The selected candidate will enjoy 12 days of flexible Holiday Leave and 12 days of Personal Leave per year accruing at 8 hours per month, the first year of which may be front loaded upon completion of a 6-month probationary period. Employer may contribute to an Individual Coverage Health Reimbursement Arrangement.

To Apply

Interested candidates may apply by sending a resume and cover letter to Mark Preslar at mhpreslar@gmail.com