



## ECONOMIC VITALITY SPECIALIST

*Job opportunity at the Washington Trust for Historic Preservation*

**Department:** Washington Main Street

**Location:** Washington State

**Salary Range:** \$60,000 - \$70,000, depending on experience

**Position Type:** Full-time exempt

**Benefits:** Medical, vision, and dental insurance; a retirement program; and paid time off including holidays, vacation, and sick time

**Travel Required:** Yes - up to 30% of the year

## TO APPLY

Please e-mail your resume, a cover letter describing how your experiences and interests fit with the listed job responsibilities and qualifications, and three references to [info@preservewa.org](mailto:info@preservewa.org) with the subject line: EV Specialist. In your email, please be sure to include your preferred pronouns.

**Application deadline:** July 22, 2021

**Expected start date:** September 1, 2021

## ABOUT THE WASHINGTON TRUST FOR HISTORIC PRESERVATION

The Washington Trust is dedicated to saving the places that matter in Washington State and to promoting sustainable and economically viable communities through historic preservation. We work to build a statewide ethic that preserves Washington's historic places through advocacy, education, collaboration, and stewardship.

Washington Main Street, a program we manage in partnership with the Department of Archaeology & Historic Preservation, helps communities revitalize the economy, appearance, and image of their downtown districts using the successful Main Street Approach®, a comprehensive revitalization strategy built around a community's unique heritage and attributes.

## VALUES STATEMENT

### We Are People-Centered.

As we approach our work we will listen to the needs of local communities and adapt our work to the moment.

We commit to being:

### Inclusive

- Amplify the many voices of preservation and heritage in Washington.
- Assess preservation's historic complicity/biases and make change.

### Proactive

- Be bold, creative, and solutions-oriented.
- Lead the charge in preservation advocacy.

### Empowering

- Offer tools that enable local community builders to effect change.
- Connect preservation resources to economic recovery.

### Approachable

- Be the organization you turn to to help save places that matter.
- Bring inspiration, hope, and (dare we say) fun to preservation.



## JOB DESCRIPTION

The Economic Vitality Specialist is responsible for creation and delivery of resources and services focused on economic resiliency. As the recognized resource for the Economic Vitality component of the Main Street Approach, the Economic Vitality Specialist will provide technical assistance, resources, and services to local Main Street programs across Washington State.

The Economic Vitality Specialist will join nine other Washington Trust staff, including the Main Street Director, Main Street Specialist, and Resources Coordinator, and work closely with each team member to accomplish responsibilities and execute various programs. The Economic Vitality Specialist will report to the Main Street Director.

## QUALIFICATIONS

- Embrace the Washington Trust's mission and have an interest in historic preservation and downtown revitalization
- Eagerness to learn, conduct research, and develop creative resources and services
- Communicate effectively with colleagues of all levels, be a team-builder, be able to proactively manage peaks and flows of workload, solve problems quickly and effectively, complete multiple tasks on time, build and maintain positive relationships, create positive energy in the face of challenges, and be an active listener
- Bachelor's degree in any discipline. Planning, business administration, finance, community development, public administration, or related degree preferred
- Experience (preferably over 5 years) working in the field of community and economic development. This may include small business and entrepreneurship support, neighborhood revitalization, property development and historic preservation, urban planning, or other related areas
- Preference given for candidates with demonstrated experience and leadership in the administration of a state Main Street program and/or local downtown revitalization program, with a full understanding and execution of the National Main Street Four Point Approach®
- Ability to accommodate evening or weekend assignments and overnight travel and possession of a reliable vehicle and valid driver's license for statewide travel





## PRIMARY RESPONSIBILITIES

### **Lead research, data collection, and development of resources related to economic vitality**

- Maintain working knowledge of national, state, and local economic programs, opportunities, and trends that can enhance the overall goals of the Washington Main Street program and local communities
- Manage existing network data reporting, including quarterly reports and district trends survey
- Collect and compile relevant data about the impact the pandemic and subsequent economic recovery in local communities, Main Street organizations, and small businesses
- Collect, curate, and create recovery and resiliency information and tools for Main Street organizations to employ for use by small business owners individually and for commercial districts collectively
- Research and develop tools related to small business support, property development, housing, financial incentives, and economic trends

### **Deliver direct technical assistance to local programs**

- Deliver direct community assistance focused on economic resiliency to support small businesses, microenterprise development, and entrepreneurial ecosystems. This may come in the form of individualized consultation, regional planning workshops, statewide trainings, and other resources
- Help local communities define market area, identify opportunity gaps, and use available data to develop a market position strategy
- Deliver direct economic development training to local Main Street programs' volunteers and staff to further their proficiency as local leaders in economic and community development
- Maintain technical assistance records for each community served including relevant information on businesses visited, general guidance offered, local training conducted, participation in market analysis, and impacts of assistance

### **Assist Main Street Director with program services**

- Working closely with the Main Street Director, develop presentations and educational materials for related downtown revitalization topics
- Share with the Main Street Director the responsibility of reviewing annual reports and providing feedback to Main Street Communities
- Participate in Main Street Community bi-annual progress visits
- Participate in team activities including planning retreats, quarterly leadership meetings, RevitalizeWA conference, and Excellence on Main awards
- Other duties as assigned by the Main Street Director