

## EMPLOYMENT OPPORTUNITY

### Executive Director, Downtown Pullman Association

The Downtown Pullman Association (DPA) is a non-profit organization whose mission is *to lead and advocate for the vitality of downtown Pullman* using a socially-inclusive and economically-diverse approach. The DPA was formed in 2018 and is supported through Washington State University, the Pullman Chamber of Commerce, the City of Pullman, and downtown merchants.

The DPA is looking for the organization's first **Executive Director** to lead downtown Pullman's revitalization and provide expertise, resources, and activities using the Main Street Four-Point Approach®. The Main Street Four Point Approach® is a comprehensive means to address economic challenges facing downtown, beautify and restore the historic heart of the community, and promote downtown with fun events and quality marketing. The ideal candidate is a strategic thinker, entrepreneur, collaborative problem-solver, and coalition builder. Our new Executive Director will be a self-motivated and action-oriented professional focused on supporting a welcoming and inclusive downtown community through outstanding project management, leadership, interpersonal, and communication skills.

### OVERVIEW

Reporting to the Downtown Pullman Association's Board Chair, you'd initiate and promote a program that cultivates a more active, sustainable, accepting and vibrant downtown. You would work with board directors, supporting partners including Washington State University, the Pullman Chamber of Commerce and the City of Pullman, and volunteer committees and various community stakeholders, to plan, organize, and direct the Association's day-to-day operations with a focus on *Economic Vitality, Promotions, Design, and Outreach with a focus on a welcoming and inclusive downtown community.*

#### Significant areas of focus will include:

- Work plan implementation (project management).
- Management and operations administration.
- Collaboration with City of Pullman administration to support city driven initiatives.
- Collaboration with downtown stakeholders and coordination with the DPA's volunteer committees.
- Encouragement and support of inclusive excellence and belonging in downtown Pullman.
- Sponsorship development.
- Outreach.
- Management of DPA events and promotions.

Anticipated results will include:

- Support the Board to develop, implement, and carry out strategies to accomplish priorities, goals, and objectives.
- Develop and implement plans for sustainable funding, in partnership with the Board of Directors.
- Expand and maintain strong community support of the Downtown Pullman Association as well as commerce in the downtown corridor.
- Develop and Cultivate DPA events, programs, and projects.

**QUALIFICATIONS**

- 5+ years of overall relevant work experience that includes program administration and fundraising.
- 2+ years of non-profit management or leadership experience with a focus on community revitalization, economic development, or a similar initiative(s).
- Experience fostering and maintaining strong relationships with civic leaders and a variety of community stakeholders.
- Demonstrated proficiency with business/economic development, city/urban planning, marketing, historic preservation, community organizing, or volunteer management.
- Demonstrated familiarity of the Main Street America and the Washington Main Street approach to historic preservation.
- Outstanding verbal and written communication, interpersonal, and presentation skills for a variety of audiences and purposes.
- BA / BS in a related field preferred (equivalent combination of education/certification and work experience may be substituted).
- Proficiency with MS Office applications, Quickbooks, Dropbox, social media, and website content management, plus the ability to troubleshoot basic IT issues.
- Availability for occasional local, regional, and/or national travel (including overnight stays) as well as evening and weekend work.

To apply, please submit your resume, cover letter (or letter of interest), a writing sample, and professional references in confidence to [nowhiring@downtownpullman.info](mailto:nowhiring@downtownpullman.info). *Pullman Downtown Association supports Equal Employment Opportunity and Affirmative Action; minorities, women, individuals with disabilities, and Protected Veterans are encouraged to apply.*

**The Downtown Pullman Association does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all groups.**