

Downtown Pullman Association

JOB OPENING: EXECUTIVE DIRECTOR

CLASSIFICATION & STATUS

Exempt/Salaried; regular full-time.

REPORTING RELATIONSHIP

Reports to the Downtown Pullman Association Board of Directors, through the board chair.

OVERVIEW OF POSITION

The Executive Director will initiate and promote a program that cultivates a more active, sustainable, accepting, and vibrant downtown. The Executive Director coordinates, organizes and directs the day-to-day activities of Downtown Pullman Association, a Main Street program utilizing historic preservation as the foundation for *Economic Vitality, Promotions, Design and Outreach*.

The Executive Director increases public awareness of the program activities and acts as a liaison to all committees and partner organizations. The successful candidate will serve as a full-time advocate for the downtown and as an authority and source for information, resources and activities related to the revitalization initiative.

ORGANIZATIONAL DESCRIPTION

Downtown Pullman Association (DPA) is a 501(c)3 non-profit organization following the Main Street Approach® to downtown revitalization since 2018. Formed and supported through the City of Pullman, Washington State University, the Pullman Chamber of Commerce and downtown merchants, the associations mission is to lead and advocate for the vitality of downtown Pullman.

The Executive Director will be accountable to the President of the Board of Directors and report monthly to the Board of Directors.

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.

Duties & Responsibilities

Board and Committees:

- Attend board meetings.
- Work with board and committees to develop and enhance business and community partnerships.
- Provide board with timely notification of significant developments potentially affecting the organization and its operations, along with recommendations to meet changing needs.

- Attend committee meetings and meet regularly with committee chairs; recruit, educate, train, and continually guide committees to accomplish their goals and motivate members to contribute towards the organization's work.

Communication:

- Serve as the DPA's primary point of contact; manage and disseminate inbound and outbound communication for the organization.
- Promote a positive image of the organization.
- Establish and maintain strong working relationships with stakeholder groups at the community, state, and national levels.

Community Engagement:

- Create support and involvement among downtown stakeholders towards achieving DPA's goals and objectives.
- Analyze community resources and develop strategies to achieve agreed-upon goals.
- Present reports to the City Council and other commissions, committees, and boards as needed.
- Develop and maintain the DPA's event calendar.

Financial:

- In collaboration with the Chair, the Treasurer, and the board, prepare annual budgets and fundraising plans.
- Manage daily expenditures as provided within the approved operating budget.
- In collaboration with the Chair and Treasurer, provide financial reports to the City of Pullman and Washington State University in accordance with each interagency agreement.
- Assist board to identify and assess potential sources of new funding, collect information to support grant requests, write and submit grant applications, and support raising operational and event funds.
- Represent the DPA in any business negotiations; enter into approved business agreements or contracts as pre-approved by the Board of Directors.

Program Development and Administration:

- Develop and oversee volunteer-based, locally driven projects in downtown Pullman.
- Develop, implement, and ensure compliance with the DPA's operations and volunteer administration policies and procedures.
 - Ensure compliance with local, state and federal mandates and requirements as required by law.
- Manage the DPA's day-to-day operations, guided by annual goals and work plans.
- Serve as administrative support for each of the four standing committees. Develop and implement short and long-term work plans as directed by the Board.
- Maintain data related to the organization's efforts, including membership, contact lists, photo documentation, etc.
- Attend approved conferences, seminars, workshops, and trainings to maintain up-to-date knowledge and apply best practices across the DPA.

SUPERVISORY RESPONSIBILITIES:

The Executive Director will supervise committee volunteers and DPA employees and interns.

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.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements and work environment described here are representative of those that are typical of this job. While work will be performed typically during a regular, Monday – Friday workweek, occasional weekend and evening work will be required.

- Frequent talking and listening; regular walking, standing, and sitting (sometimes for extended periods of time); hand and finger dexterity to frequently use desktop or laptop computers and mobile phones; occasional reaching, lifting, and carrying using hands and arms.
- A significant “on the street” presence downtown, meeting with businesses, property owners, and other stakeholders.
- On-site supervision of event set-up, operation, and clean-up.
- Occasional local, regional, and/or national travel (including overnight stays) may be required.

COMPENSATION

Salary Range: \$65,000 - \$75,000, incl benefits. Commensurate with qualifications. Relocation assistance may be available.

HOW TO APPLY

Please submit cover letter, resume, three references, and a brief writing sample to Willow Falcon, Downtown Pullman Association President at nowhiring@downtownpullman.info with subject line “Downtown Pullman Association ED Application”.

Application review will begin December 6 and posting will remain open until position is filled.

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.