



Ferndale Downtown Association (FDA) is searching to hire an Executive Director. Our nonprofit organization has been in existence since 2007 and is an affiliate member of the national and state Main Street program. We are dedicated to preserving and enhancing our historic downtown while creating a vibrant community in which to attract quality businesses and shoppers.

We seek an Executive Director with the passion and desire to ensure the continued vitality and development of our downtown community and increasing the organization's capacity to revitalize the downtown in a quickly changing environment. We take great pride in our downtown and we want the same from our Executive Director.

The position includes but is not limited to these key areas of responsibility:

- Develop, conduct, execute and document programs and activities for the downtown association. The executive director is the principal onsite staff person responsible for coordinating all program activities locally as well as representing the community regionally and nationally as appropriate.
- Manage, with the Board of Directors' help, committee development, work plans, fundraising activities, promotional projects, rehabilitation and design projects, volunteer management, and committee meetings.
- Represent the organization with other local organizations and committees, including the city, county, economic development boards and committees, the school district, as well as service organizations.

#### Key Skills

- **Leadership & Communication:** Communicate mission to constituents, media, and public; oversee communication of vision and strategic goals to a broadened community audience; build relationships within various organizations and partners within community, county, and state.

- **Fiscal Management:** Ensure financial viability of FDA by planning an annual budget with the Board, the execution of annual budget, operation within approved budget, and ensuring maximum resource utilization.
- **Fund Development:** With the Board expand revenue generating activities to support existing and planned programs.
- **Board Relations:** Establish and maintain a positive relationship with the Board of Directors. Engage in board development actively by ensuring ongoing recruitment and orientation of new board members with the help of the existing Board.
- **Main Street Approach®:** Prepare all reports required by the Washington State Main Street Program and the National Main Street Center.

### Who are we looking for?

- You have a minimum of two years relevant work experience in for profit or non/profit.
- You have some relevant college level education, or the equivalent business experience related to business administration, small business development, retail, historic preservation, public relations, or administration.
- You are proficient using Microsoft Office Suite.
- You embrace learning and continuous improvement.
- You have excellent verbal and written communication skills, are confident and comfortable speaking in public, welcome meeting new and diverse people.
- You are not afraid of social media and have experience running social media marketing campaigns and updating websites.
- Details are important to you.
- You are organized and have a plan for managing your time.
- You drive towards results, are responsive and follow through on commitments.
- You understand and enjoy small town life and communities.
- You embrace change, are adaptable and flexible.

## **Compensation Details**

Position is Full-Time

Salary range: \$50,000 to \$65,000 DOE

Benefits: Medical/Dental

Applications accepted until December 20. Please include personal information, your resume and 3 references. They may be sent to [bertellahansen@gmail.com](mailto:bertellahansen@gmail.com) or P.O. box 1483, Ferndale, WA 98248