

NORTH BEND DOWNTOWN FOUNDATION IS SEEKING AN EXECUTIVE DIRECTOR

THIS NOTICE WILL BE POSTED UNTIL JULY 31, 2023

About Us:

The North Bend Downtown Foundation (NBDF) is a 501(c)3 non-profit organization and Affiliate of the Washington State Main Street Program that has been serving the historic commercial district since 2014. Located along the foothills of the Cascade Range in view of Mount Si but only 30 miles away from Seattle, we are dedicated to building an economically and culturally thriving downtown area while cherishing our local businesses and surrounding community. We invite visitors to enjoy all the opportunities our mountain town offers for outdoor recreation, entertainment, shopping, and dining.

Overview:

The Executive Director will create and implement programs for an active, economically and culturally vibrant downtown in collaboration with the Board of Directors based on the nationally recognized Main Street Approach™. Currently the Foundation is an affiliate member of the Main Street America® which utilizes historic preservation and a proven Four-Point Approach as an integral foundation for downtown economic development. The Director will lead the organization in adopting best practices based on the Main Street Approach™ to achieve Main Street Community status by the end of 2025.

The Executive Director will serve as liaison to all committees and partner organizations as well as to the public. The Director will serve as an advocate and a champion for downtown North Bend. The Director will be a resource and a connector for stakeholders, pertinent information, and activities. The Executive Director will coordinate and manage the daily activities of the NBDF. This position reports to the Board of Directors and is supported by the Board President.

Duties:

Program Development and Management (50%)

- Support the Board in developing and implementing a multi-year strategic plan to attain the community vision for downtown along with identified elements in the City of North Bend's Downtown Strategic Plan
- Support the Board in developing and managing an annual workplan to fulfill strategic plan
- Develop and implementing plans for sustainable funding, including building up current income sources and seeking to diversify with new sources
- Research and write grant applications
- Research and solicit event and program sponsorships

- Support the Board in creating an annual budget that aligns with the annual work plan
- Attend monthly board and committee meetings. Submit monthly reports to keep board informed of significant developments and recommendations.
- Plan, coordinate, and market events on behalf of the Foundation and the City to enhance the vitality and to promote the downtown area and the city in general as a great place to live, work, and play
- Recruit and coordinate volunteers for events, to serve on standing Design, Economic Vitality, Promotion, and Outreach committees, and possible board positions in collaboration with nominating committee of the Board
- Attend NBDF sponsored events to provide day-of management and oversight. These events include but are not limited to: Block Party (July), Trick or Treat Street (October), Holly Days (December), and Sip Suds, & Si wine walks. Provide post-event summary to the Board as well as to the City.

Communication and Relationship Building (40%)

- Promote a positive organizational image. Serve as primary point of contact for internal and external communications including social media presence
- Work with NBDF Board and committees to build strong working relationships with the City, SnoValley Chamber, community groups, businesses, and property owners
- Prepare and deliver regular presentations to the City Council, and quarterly meetings with the City leadership to review initiatives and issues as well as to discuss challenges and needs
- Work with the City of North Bend and the Economic Development Commission to create a welcoming downtown for businesses, including providing support to existing businesses and attracting new businesses through local start-up development or business recruitment

Additional Duties (10%)

- Other duties as assigned.

Qualifications:

We are looking for an Executive Director with:

- Minimum two years relevant work experience in a non-profit environment
- Minimum two years of experience creating and managing social marketing campaigns
- Relevant college level education or business experience related to business administration, development, retail, historic preservation, and/or public relations
- Experience in developing and implementing community events
- Experience with Microsoft Office Suite, social media platforms (Facebook, Instagram), basic website skills, using Square, and Quickbooks Online
- Excellent verbal and written communications skills with an emphasis on accuracy, comfort speaking in public, and ability to showcase downtown North Bend as welcoming to new and diverse community members

Excellent organizational and time management skills with demonstrated ability to coordinate multiple projects. Overall, our Executive Director will be adaptable, flexible, and a creative thinker. You can play nicely with others while presenting a professional image of which the Foundation can be proud. If this sounds like you, we invite you to review the compensation and directions for application below.

This position is full-time exempt/salaried

Salary Range: \$70,000-\$75,000 DOE

Benefits: to be negotiated upon offer

Applications will be accepted until July 31, 2023. Please include a cover letter telling us about yourself, your resume, and two letters of reference. These materials may be sent via email to “applications@northbenddowntown.org” or mailed to “Attention: NBDF, City Hall, 920 SE Cedar Falls Way, North Bend, WA 98045”.