



**P.O. Box 1912 | Pendleton, OR 97801 | [info@pendletondowntown.org](mailto:info@pendletondowntown.org)**

- Position Title:** Executive Director
- Salary Range:** \$50,000.00 to \$70,000.00, depending on experience and qualifications
- Position Details:** This is a full time salaried exempt position. Benefits include:
- Monthly health insurance stipend of up to \$400.00.
  - 80 hours of annual paid leave and holidays that are identified in the Pendleton Downtown Association Handbook.
- Reports to:** The Pendleton Downtown Association (PDA) Board of Directors, with the Board President as the primary point of contact.
- Supervises:** Staff, Interns, Volunteers, and Consultants obtained by the PDA
- Definition:** The Executive Director works with the PDA's Board of Directors to develop and implement strategies to fulfill the program's Mission and Vision Statements, in addition to the goals and objectives outlined in annual work plans, as modeled by the National Main Street Center's Four Point Approach® to downtown revitalization.
- The Executive Director is responsible for operating, coordinating, and managing the Pendleton Main Street Program. This position works closely with local businesses, property owners, city management, city council, local community, economic development agencies, and volunteers to support the revitalization and historic preservation of the Historic Downtown District. This position will serve as the principal, on-site person responsible for these activities, partnerships, and volunteers, as well as represent the organization and community in these efforts.
- Education:** Bachelor's Degree is preferred, though equivalent experience in program development and fundraising may be considered in lieu of a degree.
- Requirements:** Must possess a valid driver's license by time of hire. A background check is required for position candidates.

**Essential Job Functions:** Essential job functions include, but are not limited to, the following duties

- Coordinate the Main Street program activities of strengthening, preserving, and revitalizing the Historic Downtown Business District using the Main Street Approach®. This involves the Promotion, Design, Economic Vitality, and Organization committees.
- Proficiency in computer skills using Microsoft Word, Google Drive, or equivalent.
- Coordinate and communicate efforts with the Oregon Main Street Coordinating Program and fulfill all requirements for the Performing Level designation, including filing quarterly reports and attending quarterly meetings.

- Develop and coordinate on-going public awareness and education programs to communicate the PDA's mission, goals, and objectives through speaking engagements, media interviews, presentations, website and social media presence, and personal appearances.
- Attend all board and committee meetings. Attend all regional, state, and national conferences relevant to the program and its mission.
- Manage administrative aspects of the program. Work closely with the Treasurer to ensure financial accountability and compliance with all governing entities, as well as file and report all necessary documents and facilitate communication regarding finances with all stakeholders.
- Develop and maintain a data system to track the progress of the local program revitalization statistics required by the Oregon Main Street and National Main Street Center.
- Serve as an advocate and work closely with the Pendleton Development Commission Advisory Committee, as well as additional City of Pendleton related committees/boards, and the Pendleton Chamber of Commerce.

**Important Job Functions:** Important job functions include, but are not limited to, the following duties

- Work with the Board of Directors to develop a permanent funding program to ensure sustainability of the organization.
- Manage and recruit volunteers as required and provide support with the implementation of committee work plans.
- Work closely with the Membership Chair to develop and implement a continual membership recruitment effort.
- Develop, market, and coordinate special Downtown promotional events that increase foot traffic for businesses in the Downtown Business District.
- Manage and perform other projects, functions and duties as assigned by the Pendleton Downtown Association Board of Directors.

Much of this job is performed during regular business hours but the Executive Director will need to work some evenings and weekends.

*To apply, please submit a resumé and cover letter to [info@pendletondowntown.org](mailto:info@pendletondowntown.org) by March 29, 2024.*