

HISTORIC DOWNTOWN CHELAN ASSOCIATION

INTERVIEW PREPARATION FORM FOR EXECUTIVE DIRECTOR POSITION

Instructions: In the column to the right please list skills and /or experience that provide evidence of how well you can best meet the major duties of this Executive Director position as listed in the left column. Please return the completed form, along with your resume and cover letter, by **noon on Tuesday, December 5, 2017** to Linda Van Lunsen at: linda@printchelan.com

<p><u>Administer the HDCA program</u></p> <ul style="list-style-type: none">• Budget development• Strategic planning• Accounting and record keeping• Supervise volunteers• Report HDCA activities• Work effectively with an active Board	
<p><u>Build productive relationships in community</u></p> <ul style="list-style-type: none">• Build opportunities for HDCA partnership with City, businesses, organizations, etc. that benefit HDCA and downtown Chelan	
<p><u>Coordinate HDCA committee activities</u></p> <ul style="list-style-type: none">• Ensure communication between board and committees: promotion, design, economic restructuring, and organization• Help plan and implement revitalization work plans• Coordinate downtown HDCA events, programs	
<p><u>Serve as an advocate for downtown issues at the local and state level</u></p> <ul style="list-style-type: none">• Build understanding of local concerns, issues• Speak effectively on HDCA program goals, issues, and results• Work to improve public policy relating to issues affecting downtown	

Name: _____ Date: _____