



Historic Downtown Chelan Association

B&O Program Coordinator

Position Summary

This volunteer position helps the Executive Director & Organization Committee Chair coordinate tax commitments as part of the Main Street Tax Credit Incentive Program.

Position Requirements

- Work with the Fundraising Chairperson to ensure donor commitments are recorded in fundraising platform.
- Communicate and check in with board members on status of donor conversations.
- Work with the Executive Director on confirmed B&O donor commitments to financial tracking can be set up.
- Coordinate timing of donations to comply with DOR and Main Street rules
- Engage with the HDCA board for assistance in donor communication efforts.
- Report progress to HDCA Executive Director
- Follow up with donors with thank you notes and/or phone calls.

Time Commitment:

- Organization Committee Meetings: 2 hours per month
- Phone calls, emails, database work: 1-2 hours per month

Position Support

Executive Director and Organization Committee will be available for guidance and assistance.

Contact

Erin McCardle, Executive Director
(509) 264-8828
hdca@nwi.net

The Historic Downtown Chelan Association is a 501(c)3 volunteer-based Promotion whose mission is to lead the charge in shaping the future while preserving the past of historic downtown Chelan.