



Historic Downtown Chelan Association
206A E. Woodin Avenue | PO Box 3071
Chelan, WA 98816
Office: 509.682.HDCA (4322)
Email: hdca@nwi.net
www.historicchelan.org

Job Title: Executive Director

OVERVIEW OF POSITION

The Executive Director coordinates the activities of Historic Downtown Chelan Association (HDCA), a Main Street Program utilizing the four pillars of outreach, economic development, promotion and design as an integral foundation for continued viability of downtown Chelan. The Executive Director encourages public awareness of the program activities and acts as a liaison to all committees and partner organizations. Working closely with the Board of Directors, the Executive Director will serve as a full-time advocate for downtown and the community, ensuring that financial and human resources are available to deliver on the mission of the organization.

ORGANIZATIONAL DESCRIPTION

HDCA is a 501(c)3 non-profit organization following the Main Street Approach to downtown revitalization since 2007. HDCA's mission is: "Shape the future and preserve the past of historic downtown Chelan." The Executive Director will be accountable to the President of the Board of Directors and report monthly to the Board of Directors.

POSITION RESPONSIBILITIES

- Providing guidance and acts as subject matter expert to the board and committees about the Main Street Program ensuring aligned with the national program
- Working with the board to develop membership that is diverse, inclusive, and active on committees and projects
- Working with the board to develop and implement strategic plans, annual goal setting, and annual work plans
- Ensuring capacity to operate and deliver programs through management of the B&O tax donation program, fundraising, membership, and sponsorship of all sources of revenue
- Working with the board to develop annual budgets and facilitating periodic reporting that accurately portrays the financial condition of HDCA
- Developing and executing, in conjunction with the board, appropriate Main Street Program strategies
- Developing and conducting, in conjunction with the board and committees, ongoing public awareness and education programs
- Supervising support staff, consultants, and volunteers

- Coordinating volunteers to accomplish activities of all committees (Design, Economic Vitality, Outreach, Promotions and sub-committees as necessary)
- Encouraging a cooperative climate with other community organizations and with the business community
- Helping to build productive relationships with appropriate public entities
- Serving as an advocate for downtown issues at local and state level
- Coordinating, recruiting, and retaining an active volunteer force
- Writing grants and assisting in raising operational and event funds

QUALIFICATIONS

- 5+ years of overall relevant work experience that includes program administration and fundraising
- 2+ years of non-profit management or leadership experience with a focus on community revitalization, economic development, or a similar initiative(s)
- Experience fostering and maintaining strong relationships with civic leaders and a variety of community stakeholders
- Outstanding verbal and written communication, interpersonal, and presentation skills for a variety of audiences and purposes.

PREFERRED QUALIFICATIONS

- Demonstrated proficiency with business/economic development, city/urban planning, marketing, historic preservation, community organizing, or volunteer management
- Demonstrated familiarity of the Main Street America and the Washington Main Street approach to historic preservation
- Experience recruiting and managing volunteers
- Marketing or advertising experience
- Experience working with boards or commission

HOW TO APPLY

Please submit resume and letter of interest articulating why you are interested in this position to Allison Flaten at hdcaprez@nwi.net with subject line "HDCA ED Application". This role will remain open for application until filled.

Position is year-round, full-time.

We are a 501c3 Non-Profit and a State and National Accredited Main Street Organization HDCA is an Equal Opportunity Employer