

Colfax Downtown Association

Executive Director

Job Description

\$18.00 Per Hour

Hours: 20 hours Part time

Position Summary

The Executive is the chief operating officer of the CDA. The Executive Director has the power to transact everyday business, is responsible for the management of the CDA, acts as the primary contact with the community, and develops and implements programs and strategies, approved by the respective Board of Directors, to meet quantifiable goals.

Essential Functions

Administration

- Manage all administrative aspects of the CDA.
- Oversee development and implementation of annual strategic plans.
- Oversee marketing and promotions to promote the CDA

Fundraising and Fund Development

- Lead in the identification and development of new revenue sources.
- Research and complete available grants.
- Help with the Mercantile Management
- Help with filling spots in the Mercantile
- Thank you notes to sponsors

Board Meeting and community meeting

- Attend monthly CDA Meeting
- Represent CDA at community Meeting
- Remind Board members of monthly and other community meetings
- Attend committee meetings when needed
- Update and keep track of member roster
- Get minutes and agendas for meeting from president and secretary
- Set up for meeting
- Attend Quarterly Main Street program meetings
- Complete and write Main Street quarterly reports

Program Development and Events

- Work with board on shop local promotions
- Promote Business incubator
- Create and order any materials
- Assist with Conferences
- Help Organize Information Workshops
- Build and maintain the webpage, Facebook and social media.

Minimum Qualifications

- State of Washington Driver's License.
- Bachelor's degree in public administration, marketing, business management, urban planning, advertising, philanthropic studies or related field, and three years' experience.

Physical Requirements

- Should be able to lift 25 to 50lbs.
- Move among desks and computers
- Have sufficient manual dexterity to operate computers or other equipment.
- Communicate with the general public in person, emails and by phone.
- Frequent travel and hours outside of normal 8 to 5pm required.

Knowledge Required

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff.
- Principles and practices of budget administration.
- Principles and practices of downtown management and events.
- State of Washington Main street program.
- Economic development principles, techniques, policies and procedures.

Skills/Abilities Required

- Program development and implementation.
- Establish priorities and handle multiple issues under pressure.
- Create, implement, and monitor strategic plans and provide vision.
- Have a genuine interest in the community.
- Proficient in Microsoft office, Quickbooks, Facebook, Twitter and gmail.
- Communicate effectively both verbally and in writing with diverse customers.
- Ability to make presentations and develop reports.
- Strong project management experience.

Work Environment

- Typically work is performed in an office setting or in the field.
- Regular attendance at meetings outside of normal work hours.