

## **DOWNTOWN OREGON CITY ASSOCIATION**

### **Executive Director Job Description**



**POSITION TERM:** Full-time, exempt.

**SALARY & BENEFITS:** \$55-65,000 DOE  
100% Employer paid medical insurance coverage.  
Three weeks accrued paid vacation.  
PTO and paid holidays.  
Free parking.

**WORKING HOURS:** Monday through Friday but may require some evenings and weekends for committee meetings, city council/local government meetings, and DOCA events.

### **OVERVIEW**

The Downtown Oregon City Association (DOCA) is a nonprofit organization that promotes and supports Downtown Oregon City's economic, social, and creative vitality through community-driven projects and programs. The DOCA seeks a dynamic, motivated Executive Director (ED) to lead the organization's work promoting Downtown Oregon City and building a thriving downtown stakeholder base. Our current organization produces four to five events per year.

The ED reports to the DOCA's board of directors and is responsible for planning, organizing, and directing the daily activities and operations of the DOCA, including involvement in the Oregon and National Main Street Programs™, and within the scope of priorities set by the board. The ED represents DOCA locally and nationally and is expected to develop strong working partnerships with other community organizations, businesses, property owners, government, and other downtown stakeholders. The ED works with the board of directors to ensure consistent recruitment and coordination of volunteers, production of successful events and fundraising activities and oversees financial, operational, and developmental activities.

### **QUALIFICATIONS**

The DOCA board seeks a motivated self-starter with a high level of maturity who will proactively build positive working relationships with various downtown stakeholders. The ideal candidate will be passionate about the mission of the DOCA and have experience managing a successful community development and/or economic development initiative. The Executive Director works in close consultation with the board of directors. Typical work hours are weekdays, Monday – Friday, with some nights and weekends expected for activities and events.

The Executive Director is expected to travel to quarterly Oregon Main Street events throughout the state and frequently work in the field, visiting business owners and other downtown stakeholders.

The Executive Director develops and maintains administrative systems to keep the board updated on project details, partnerships, and organizational administration.

The Executive Director oversees a budget of approximately \$650,000 per year, including any monies related to grants that the DOCA advocates for on behalf of downtown Oregon City projects, including building rehabilitations.

The Executive Director manages all financial aspects of the association, including forecasting, funding strategies, and accounting, including purchasing, record keeping, and budget development. Prepares all reports required by the state Main Street Program and National Main Street Center. Assists with preparing reports to funding agencies and supervises employees or consultants.

Applicants should meet these minimum qualifications:

- At least three years of experience managing economic or community development initiatives or relevant professional experience.
- They have proven successful experience in nonprofit administration and/or leadership. • Outstanding communication skills and the ability to communicate effectively with various stakeholders.
- 2+ years' experience in fundraising and/or grant writing and grant management. • Experience planning mid to large-scale events and/or executing marketing campaigns with great detail.
- 2+ years' experience directly managing a team of volunteers. Remote volunteer management is a plus.
- Established business acumen and developed professional writing skills.
- Intermediate to advanced knowledge of MS Office applications, social media, website content management, and ability to troubleshoot fundamental IT issues. Familiarity and interest in economic development.
- Experience with the Main Street™ Approach to downtown revitalization is preferred.

To apply, please email a cover letter, resume, and three references in PDF format to [DOCA@oregoncity.org](mailto:DOCA@oregoncity.org). We recognize that many transferable skills from other experiences may be relevant, and we encourage applicants to highlight those in the cover letter and resume. Applications without a cover letter will not be considered.

We encourage interested candidates to apply as soon as possible, and the position will remain open until filled. Emails only, no phone calls, please. We contact applicants whose qualifications best match the position requirements.

*Downtown Oregon City Associate is an equal opportunity, affirmative action employer committed to a diverse workforce. The agency strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.*