

Milton-Freewater Chamber Downtown Alliance

Working Together to Strengthen an Economically Vital, Family Friendly, and Inclusive Milton-Freewater

Job Description: Executive Director

Organization Overview: The governing boards of the Chamber and Downtown Alliance recognized their common interests in the development, promotion, and improvement of Milton-Freewater, Oregon. The Milton-Freewater Chamber Downtown Alliance (MFCDA) is the result of a joint operations agreement between the Milton-Freewater Chamber of Commerce 501(c)(6) and the Milton-Freewater Downtown Alliance 501(c)(3). The overarching goal of the MFCDA is to coordinate the efforts of the Chamber and Downtown Alliance to the benefit of Milton-Freewater businesses and the community at large. Under the MFCDA Committee certain operations, promotions, and activities of the Chamber and Downtown Alliance are combined.

Position Overview: The Executive Director is responsible for planning, organizing, and directing the daily activities and operations of the MFCDA. The Executive Director will work with the MFCDA, Chamber, and Downtown Alliance boards and Volunteer Committees to create a welcoming, economically diverse community. The current strategic areas of focus include: Outreach/Organization, Economic Vitality, Promotions/Tourism, Design/Property Improvement, and Business to Business Support. A significant portion of the job requires an “on the street” presence with the executive director calling on businesses, property owners, and other stakeholders.

Position Term: Full-time, exempt position with regular evening work, occasional weekend work, and some travel.

Salary Range: \$50,000-\$60,000 depending on experience.

Reports to: MFCDA Board

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Project management: Assist boards and committees in developing and carrying out work plans.
- Promote and manage public relations of the organization and related events.
- Encourage effective communication between MFCDA, Chamber Board, and MFDA Board.
- Coordinate volunteers and committees.
- Develop and implement a plan for sustainable funding for the MFCDA organization in partnership with the Chamber and MFDA.
- Have a regular presence in the community.
- Report regularly to the MFCDA Committee, Chamber Board, and MFDA Board.
- Participate in business recruitment and retention.
- Develop appropriate community revitalization strategies.
- Assist business and property owners with improvement projects.
- Build productive relationships with city government and other community organizations.
- Cooperatively prepare an annual budget that meets the objectives of the organization.
- Manage the daily operating budget and monitor the receipt and expenditure to assure that funds are expended to the best advantage.
- Develop and coordinate special promotions and events as directed by the MFCDA Committee.
- Support networking events.

- Maintain a membership directory, monthly newsletter, and website.
- Manage and organize office staff and volunteer staff for the tourist center.

Qualifications:

- At least 2 years of experience managing economic or community development initiatives, or relevant experience.
- Experience in nonprofit administration or leadership.
- Experience in one or more of the following areas: business/economic development, city/urban planning, marketing, historic preservation, community organizing, or volunteer management.
- Experience and commitment to fundraising, especially working with a board of directors to develop and implement successful fundraising activities.
- Experience fostering and maintaining strong relationships with civic leaders and a variety of community stakeholders.
- Strong organizational, interpersonal, and communication skills.
- Successful grant writing experience.
- Strategic thinker, problem solver, and collaboration builder.
- Self-motivated, highly organized, and action-oriented on short- and long-term goals.
- Competency with technology such as: MS Office Suite, Dropbox, social media, website content and management, virtual meeting platforms, and basic ability to troubleshoot IT issues.
- Demonstrated experience working with organizations, advisory boards, public agencies, nonprofits, and a wide variety of community groups.
- Demonstrated ability to work with people from diverse cultural, educational, and professional backgrounds and commitment and ability to incorporate diversity, equity, and inclusion within the organization.
- Demonstrated ability to deliver effective training and presentations to individuals and groups.
- Bachelor degree is preferred, though relevant work experience will be considered in lieu of a degree.
- Bilingual (English/Spanish) skills are an advantage.

Areas of Major Time Commitment:

- Project Management
- Sponsorship Development
- Outreach
- Management and Operations of Organization
- Meetings with Boards, Volunteer Committees, Community Stakeholders
- Support for Events and Promotions