

Selah Downtown Association (SDA)

Invites applications for the position of: Executive Director

OPENING DATE: 2/09/16

CLOSING DATE: 2/23/16

JOB SUMMARY:

Under limited supervision and exercising considerable independent judgment, performs a variety of complex, analytical and administrative functions of a consequential nature to support programs, policies and procedures of the Selah Downtown Association. Position provides specified professional guidance and leadership in the facilitation, development, and implementation of assigned programs, projects and/or grant preparation.

MINIMUM REQUIREMENTS:

A Bachelor's Degree in business or public administration or a related field and three (3) years working experience in those fields. Additional qualifying experience related to program development, program analysis, budget analysis, or revenue and financial analysis may be substituted for the required education on a year-for-year basis.

LICENSES, REGISTRATION AND CERTIFICATES:

Must possess and maintain a valid Washington State Driver's License.

FSLA STATUS: Non-Exempt

WAGE: \$12.00 an hour

ESSENTIAL FUNCTIONS:

- Performs a variety of complex and sophisticated professional level activities supporting the Selah Downtown Association.
- Acts as liaison with community groups, business groups, associations, and City divisions and departments by attending meetings, coordinating and facilitating projects. Assists in retail recruitment and development efforts.
- Tracks, analyzes and presents trend information related to businesses, residents, and overall development.
- Responsible for grant writing, and submission of completed applications. Will identify, develop, and define funding sources to support existing and planned programs as well as develop, write and submit grant proposals.
- Responsible for collecting, analyzing and reporting data on the performance of programs or activities funded by public and private sources as assigned.
- Makes proposals for development solutions and innovations to promote the growth and success of the SDA's projects and initiatives.
- Performs lead role in submitting Special Events Permits for city wide events and activities. Works with a wide variety of board members, committee members, event organizers, community leaders and City personnel to ensure successful event planning.

- Prepares reports, tables, letters, email correspondence or other written documentation as necessary.
- Makes presentations and facilitates meetings with stakeholders and other interested parties.
- Leads implementation and partnership efforts for SDA Sponsored Special Events programs such as Easter Eggs Hunt, Selah Art Festival, Beginner's Triathlon, 4th of July Events, Parades, and development of new events and activities.
- Updates the SDA's Webpage, social media components and other business related communication aspects
- Attends City Council or other management meetings as required.
- Composes and prepares news releases on SDA activities. Coordinates press conference arrangements, including contacting appropriate media.
- Creates, types and/or processes a variety of materials, including meeting announcements, meeting minutes and daily public correspondence; produces reports for reproduction and distribution; organizes and maintains SDA files; performs detailed research projects based on general data; compiles supportive data for projects to aid decision making; independently performs follow-up action to assignments.
- Requires regular and reliable attendance.
- Performs other related duties as assigned.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating on computers. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with Board of Directors, sub committees, general public and completing all tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS:

Working hours are very flexible, but must be available to work on some nights and weekends. Must provide your own transportation.