

Astoria Downtown Historic District Association
Executive Director
Job Description

Overview

The executive director is responsible for planning, organizing, and directing the activities and operations of the Astoria Downtown Historic District Association (ADHDA) using the 4-Point Main Street Program™. The executive director represents the ADHDA and its members to the public, and is the primary liaison to other community organizations, governing bodies, members and the general public.

Reporting

The executive director works to achieve the vision set by the ADHDA board of directors. The board will review the executive director's work for progress, effectiveness and conformity with established objectives, standards and policies.

The executive director reports directly to the ADHDA Board President and Vice President and is responsible for overseeing the work of ADHDA staff and the organization's volunteers.

Primary Responsibilities

- Manage and disseminate inbound and outbound communication for the organization.
- Attend community/civic/government meetings as the ADHDA representative.
- (redundant)Manage all administrative aspects of the program required for day-to-day operation, including insurance, bookkeeping, annual taxes and fees, and acknowledgements.
- Seek out and take advantage of opportunities for professional development as they relate to the Main Street Program.
- Manage and track data related to the organization's efforts, including membership, contact lists, building inventories, economic investment, downtown vacancies, jobs created or retained, photo documentation, etc.
- Work with the board of directors to ensure committees are appropriately staffed, organized, developed and led, and are working effectively in support of goals set by the board of directors.
- Ensure committees meet monthly. Attend and participate in all committee meetings.
- Assist committees with volunteer involvement, including assistance with placing, training, tracking hours, and ensuring volunteer efforts are recognized.
- Assist with development and implementation of work plans. Assist committees in execution of their plans and projects.
- Facilitate communication between the board of directors and committee leadership (committee chairs). Ensure committee leadership meets regularly to share information and opportunities for collaboration across committees.
- Develop and track the annual budget.
- Apply for, track, and report on grants
- Encourage and facilitate a cooperative climate with other neighborhood and community organizations, as well as local government.

- Ensure the organization's events, programs and projects are promoted using multiple mediums including traditional media, public relations and social media.
- Assist in planning, coordination and management of events, including on-site participation as needed. For each major event, ensure the event planning process and logistics are documented for future reference.
- Purchase budgeted supplies, printing, equipment and professional services for the organization.

Additional Requirements

The executive director will also be expected to satisfy the following basic requirements:

- Operation of a motor vehicle safely and legally (valid driver's license and use of personal vehicle required).
- Travel by car and air as required, with occasional overnight stays (air, mileage, hotel and per diem paid by ADHDA).
- Demonstrated dependability and reliability with respect to timeliness, attendance, follow-through, and ability to work independently and efficiently.
- Demonstrated ability to:
 - Communicate clearly, effectively and responsively.
 - Think critically.
 - Exercise diplomacy.
 - Recognize sensitive/political situations and act accordingly.
 - Speak comfortably in front of large groups.
 - Manage multiple projects, set priorities and shift priorities as needed.
 - Perform comfortably in a largely self-directed work environment.
 - Conduct self professionally at all times.
 - Conduct self in accordance with ADHDA policies and procedures.

Education and Professional Experience

- A high school diploma or equivalent is required. A relevant bachelor's degree is preferred.
- Demonstrated proficiency in Microsoft Office, including Outlook, is required. Basic proficiency or willingness to learn Adobe Creative Suite, including InDesign and Photoshop, is a plus. Willingness to learn a proprietary system for website updates, as well as Little Green Light and Quickbooks Online is expected.
- Marketing experience or demonstration of a strong grasp of basic marketing concepts is required.
- Demonstration of progressively responsible professional experience is desired; at least two years of which have been in a management position. Experience managing staff preferred.
- Experience working professionally within non-profit organizations is a plus.

- Demonstration of ability to build consensus among disparate groups and people through influence and persuasion is important.

Supervision

This is a full-time supervisory position. This position will supervise employees which would include scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making hiring and termination decisions.

Work Environment and Physical Demands

The work environment and working conditions described are representative of those that are typical of the job and must be agreeable to an employee for them to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Much of this job is performed in an office environment under usual working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, public spaces and downtown businesses. A significant portion of the job requires an “on the street” presence downtown, with the executive director calling on businesses, property owners and other stakeholders.

Some of this job is performed at downtown events including supervision of event setup, operation, and clean up.

Occasional travel includes local, regional and national meetings.

This position regularly requires evening and weekend work.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards and telephones.

Salary and Benefits

Annual salary is \$50,000-60,000 DOE with benefits package including PTO, holidays, health insurance, retirement contribution.

To Apply

To apply for this position, send a resume and cover letter outlining your interest and qualifications to: applications.adhda@gmail.com

First review of applications start May 14, 2021

ADHDA does not discriminate in employment on the basis of race, color, religion, sex (including

pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.