



# HILLSBORO DOWNTOWN PARTNERSHIP

Cultivating and promoting our vibrant historic Downtown.

## JOB DESCRIPTION

### Hillsboro Downtown Partnership (HDP) Executive Director

#### Position Details:

This is a full-time position with some evening and weekend work.

Salary Range: \$50,000 - \$60,000

#### General Description:

- Work independently and with the HDP Board of Directors, Program Partners, and Volunteer Committees to cultivate a more active, vibrant and sustainable downtown.
- Focus on 4 strategic areas: business recruitment, marketing and promotion, capacity building, and design and preservation.
- Manage the day-to-day operation of the non-profit HDP guided by annual goals and work plans. Support HDP task forces, projects and partners.

#### Major Job Elements:

- Develop the capacity of the nonprofit HDP (a 501c3) to implement volunteer based, locally driven projects in Downtown Hillsboro.
- Act as the point person for Downtown Hillsboro on a range of issues and build relationships with property owners, business owners, elected officials, developers, professionals and downtown stakeholders.
- Advocate for the vision of a more active, vibrant and sustainable downtown as an asset to Hillsboro and the Portland Metro Region.
- Sustain program funding through renewal of the Downtown EID, programmatic support from partners, event income, and grant writing.

**Reports to:** Board of Directors via the President of the Board

#### Area of Major Time Commitment:

- Downtown Manager Work Plan Implementation (Project Management)
- Meetings with Downtown Stakeholders
- Meetings with HDP Volunteer Committees
- Organizational Development
- Event Oversight and Management
- Administrative Operations

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**Minimum Requirements:**

- The successful candidate should have at least four (4) years education and/or experience in one or more of the following areas: architecture, historic preservation, economics, public relations, promotions and special event coordination, design, journalism, planning, business administration, public administration, retail management, volunteer or nonprofit administration and/or small business development.
- They must be sensitive to design and preservation issues. They must understand issues confronting downtown business people, property owners, public agencies and community organizations.
- The successful candidate must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation.
- They must have the ability to build and maintain a team of motivated volunteers.
- Excellent verbal and written communication skills are essential.
- Marketing experience or demonstration of a strong grasp of basic marketing concepts is required.
- Supervisory skills are desirable. Some travel required. Previous staff experience working for a Main Street™ organization, another type of downtown organization, or a volunteer-based nonprofit organization a plus.

**Anticipated Results: Support the organizational goals as defined by board of directors (examples):**

- Encourage rehab/adaptive reuse projects.
- Business recruitment.
- Encourage the addition of residential capacity Downtown.
- Support new construction projects initiated Downtown.
- Develop programs that activate Downtown.
- Expanded community support of HDP and Downtown.
- Increased level of “community building” Downtown as the community gathers and coalesces around a shared sense of identity and shared vision for the future of downtown.
- Develop a more active and sustainable non-profit HDP to implement further change.
- Develop and implement a plan for sustainable funding for the organization.
- Promote the organizations events, programs and projects using multiple vehicles including traditional media, public relations and social media.

Downtown Hillsboro is the heart of the Hillsboro community, serving as the primary civic gathering spot in the city. HDP's Executive Director will build a foundation of success to lead the continued revitalization of Hillsboro's 174-year-old downtown. The HDP is a newly formed 501(C)3 organization. This position will be best filled by a true Jack (or Jill) of all trades capable of managing complexity and a comprehensive approach to program and partnership development.