



Executive Director Position Description

Position Overview:

The Director is responsible for the coordination of the activities within the Historic District of Prosser, Washington as defined by the organizational by-laws utilizing historic preservation as an integral foundation for downtown revitalization and economic development, the position reports to the President of the Board of Directors of Historic Downtown Prosser Association.

Range of Duties:

- Implement and utilize the four points of the Main Street Program:
 - Outreach
 - Design
 - Promotion
 - Economic Vitality
- Manage administrative details of the Main Street Program.
- Leading all aspects of promoting and securing funds pertaining to the Washington State Main Street B&O Tax Credit program, as well as other sponsorship and fundraising efforts to achieve projected budgeted income goals.
- Promote HDPA to increase community awareness. Including, but not limited to: speaking engagements, media interviews and public appearances, press releases, social media posts and website management keeping HDPA highly visible in the community.
- Responsible for communicating the financial stability of the organization to Board of Directors in cooperation with the Board Treasurer.
- Develop with the Board appropriate downtown strategies, annual work plan and goals.
- Assist business and property owners with business and property improvement projects – overseeing the façade improvement grant program.
- Supervise and coordinate management of the Prosser Farmers Market.
- Contact the new businesses welcoming them to downtown.
- Develop and maintain strong relationships with City leadership, Prosser Chamber, Prosser EDA, downtown businesses, property owners, volunteers, service clubs, residents and other non-profit organizations.
- Keep downtown businesses and property owners apprised of concerns or happenings in downtown.
- Aid in the recruitment and development of new businesses in partnership with Prosser Chamber and Prosser EDA.

- Perform all basic office functions necessary to support the organization. Clerical duties to include: phone calls, process mail, distribute board meeting notices and maintain business correspondence, billing, and preparing invoices for payment, all organization calendaring (board/meeting related, activities, events, programs).
- Work closely with Prosser Chamber to schedule networking events with member businesses and other community events throughout the year.
- Arrange for and supervise volunteers as necessary.
- Represent downtown issues at local and state levels.

Additional Duties to include:

- Work closely with the Board President and other Board Members regarding HDPAs issues/concerns/activities.
- Work with committee chairs; assisting to develop agendas, meeting notices/reminders, location, sharing minutes and setting budgets.
- Attend all board meetings, committee meetings, bi-monthly partner meetings and City Council meetings, as needed.
- When concerns/issues arise contact the appropriate people or committee for direction.
- Respond in timely fashion to all inquiries and issues.
- Oversee downtown flower program and volunteer watering schedule.
- Represent HDPAs in a professional manner at all meetings, events and activities.
- Other duties as assigned.