

Details for Job Listing

Position Title: Downtown Manager

Organization/Company: Historic Downtown Prosser Association (HDPA)

City: Prosser

State: Washington

Job Type: Downtown Program Manager

Posting Date: 8/1/2010

Closing Date: 8/13/2010

Salary Range: Dependent upon qualifications

Description: The Historic Downtown Prosser Association (HDPA), Prosser, Washington has an opening for a full-time Downtown Manager who will lead the organization's downtown development efforts. The Downtown Manager is responsible for the initiation and promotion of programs to improve, preserve and enhance the downtown and to promote the improvement, overall appearance and economic vitality of the area.

Job Description includes:

Work with the Historic Downtown Prosser Association's board of directors and volunteers to implement a comprehensive downtown revitalization program using the Main Street Four Point Approach™

Coordinate economic revitalization efforts in the district by building relationships with merchants, property owners, and other organizations

Coordinate HDPA role in major development initiatives in the district

Coordinate fundraising activities including special events, grant writing and ongoing program funding sources

Management & administration of the organization including: budget development, record keeping and reporting, office administration and accounting

Recruit & supervise volunteers and interns

Represent organization at local, state and national meetings and events

Qualifications:

1 - 3 years' professional experience in one or more of the following areas: marketing and communications, small business or economic development, community organizing or volunteer management. Candidate would have knowledge of & sensitivity to issues confronting small businesses as well as have the ability to motivate people & coordinate activities in a volunteer-run organization. Ideal candidate will have excellent written & verbal communication skills and have demonstrated experience in event planning, grant writing, financial management, and resource development for small non-profits. HDPA is looking for an energetic, well-organized individual capable of functioning effectively in an independent work environment. The candidate will work with Prosser's Economic Development director to

recruit target businesses into the downtown. The ideal candidate will hold a Bachelor's degree in business administration, public administration, urban planning, marketing or a similar field with considerable experience working in a downtown development capacity. Substantial knowledge of real estate fundamentals, downtown development, grant writing and business recruitment is essential. This position requires an enthusiastic professional that is outgoing, sales oriented and who can provide leadership, direction and develop consensus. Computer proficiency in MS Word, MS Excel and Power Point is required. Salary is dependent on qualifications. Ability to work a flexible schedule, including occasional and weekends is required.

This position provides a great opportunity for those seeking an opportunity to work in the rapidly growing Washington wine industry. Prosser is located at the eastern end of the Yakima Valley of south central Washington, 180 miles east of Seattle and Portland, Oregon in the heart of the rapidly growing Washington Wine Country.

HDPHA is looking for a professional who can sustain this momentum and facilitate the further advancement of economic vitality in Prosser's downtown.

Pro rated paid vacation, personal and sick time. Other benefits are negotiable depending on experience. Growth opportunities will be available as organization grows.

Please send cover letter, resume and four professional references to Deb Heintz, Prosser Economic Development Association, 1230 Bennett Avenue, Prosser, Washington 99350.

Resumes Accepted Via: Mail: 1230 Bennett Avenue, Prosser, WA 99350
Email: deb@prosser.org
Fax: 509.786.2399