



## Position Description

**Title:** Program Director  
**Organization:** Klamath Falls Downtown Association (KFDA)  
**Reports To:** Board of Directors  
**Salary Range:** \$40,000-\$50,000, depending on qualifications and experience

### Overview:

The KFDA board seeks a motivated self-starter who will proactively build positive, working relationships with a variety of downtown stakeholders, including local businesses, property owners, city management, the local community, economic and community development partners and numerous volunteers to support the revitalization and historic preservation of our historic downtown. The ideal candidate will be passionate about the mission of the KFDA and have experience managing a nonprofit organization or a successful community development initiative. The Program Director of the KFDA works at the direction of the Board of Directors to continue the implementation of existing and new strategies to fulfill the program's mission, goals and objectives. Normal work hours are weekdays, Monday – Friday, with some nights and weekends expected for activities and events. This position features competitive salary, a generous paid time off (PTO) package, and a performance-based incentive plan.

### Essential Job Functions:

The position's essential job functions will include, but are not limited to the following duties:

- Coordinate all KFDA activities related to strengthening, preserving and revitalizing the historic downtown business district using the Main Street America 4-Point Approach™. This involves the Promotion, Design, Economic Vitality and Organization committees as well as additional committees as directed by the board.
- Coordinate and communicate efforts with Oregon Main Street (OMS); Attend required networking and educational meetings at the state and national level; Submit required OMS reports in a timely manner.
- Coordinate all aspects of member/donor management including recruiting, billing, renewals, and regular interaction with supporters.
- Assist volunteers and committees with implementation of work plans.
- Develop robust and effective communication and professional relationships with media, businesses, property owners, business organizations, community members, government agencies and others.
- Interact regularly with elected and appointed public officials in one-on-one, group, or public meetings to advocate for KFDA and its stakeholders' interests.
- Prepare for, coordinate and attend all Board of Directors and membership meetings. Attend committee meetings when able.
- Identify appropriate grant opportunities; Write and/or assist in writing grant applications; Coordinate and/or assist in reporting related to grants received
- Manage and report on ongoing new contractual requirements.
- Develop and coordinate on-going public awareness and education programs to communicate the mission and activities of the KFDA as well as enhance the appreciation of the downtown's assets and

dynamics.

- Identify speaking engagements and media opportunities to foster an understanding of the KFDA programs, goals and objectives.
- Plan, advertise, and implement KFDA events and collaborate with partner organizations on additional appropriate events in Downtown Klamath Falls.
- With the assistance of the bookkeeper and officers, manage all administrative aspects of the program including but not limited to budget management, mail handling, member record management, corporate documentation, reporting, and volunteer management.
- Manage all aspects of the program within the board-approved budget.
- Manage and recruit volunteers.
- Work with Board of Directors to develop sustainable funding opportunities for operations and programming.
- Track statistics and metrics needed to evaluate the progress of the program using existing reporting tools and newly developed tools.
- Maintain website, digital communications, and social media presence including, but not limited to Weebly, Facebook, Instagram, Constant Contact, Little Green Light etc.
- Collaborate with local partners to further KFDA's interests and programming.
- Manage and performs other projects, functions, and other duties as assigned by the KFDA Board of Directors.

**Qualifications:**

The ideal candidate should have professional experience and/or education in one or more of the following areas: Main Street management, large event management, marketing, community development, economic development, planning, urban design, nonprofit management, small business development, and/or historic preservation. Proficient computer and digital media skills are required. Proficient grant writing skills are preferred, however willingness to learn would be considered as well.

The Program Director must understand the issues confronting downtown business owners, property owners, residents, public agencies and community organizations. The Program Director must be energetic and self-directed. They should have excellent verbal and written communications skills, be well organized, and be able to work with a variety of community stakeholders.

The position involves occasional evening and weekend work. The candidate will walk often throughout the day and occasionally needs to be able to lift 30 pounds. Reasonable accommodation may be made for those candidates that may have a physical restriction. As noted above, some travel is required.

**License or certifications:** Valid Driver's License

**To apply, send resume and cover letter to:** [jill@klamath-homes.com](mailto:jill@klamath-homes.com).