



**Executive Director  
Position Announcement  
June 2020**





# Who We Are

**The Downtown Issaquah Association (DIA)** is a Washington State Main Street Community and maintains a comprehensive downtown revitalization strategy using the Main Street Approach®.

Formally incorporated in 1995 as the Council for Historic Downtown Issaquah (CHDI), DIA is a community-based 501(c)(3) not-for-profit, headquartered in the historic Hailstone Feed Store / Shell Station providing community-building and downtown revitalization programs in keeping with Main Street.



**Mission:**  
The mission of DIA is to cultivate a thriving Olde Town that builds community and celebrates our charm.





# Overview

This is an excellent opportunity for a seasoned nonprofit leader with a proven ability to positively engage leaders and volunteers who live, work, and play in the community, and fulfill our vision, “A downtown district that is alive, inviting and vibrant”.

The Downtown Issaquah Association Board of Directors is actively seeking a dedicated leader to focus on a comprehensive approach in line with Main Street principles leveraging all of downtown’s assets - the built environment, entrepreneurship and local ownership.



This position will lead the volunteer-driven downtown revitalization effort in close partnership with the board of directors and oversees all operations of Downtown Issaquah Association including finance, development, facilities, programs, staff and volunteers, and while working in partnership with the board to set vision.

Downtown Issaquah is the bright cultural beacon on the eastside of Seattle, drawing those looking for an urban scene on a human scale and emerging as a hotspot for socializing and connecting with a local funky vibe.

**“Best Burb” ~ Sunset. “Best Towns for Families” ~ Family Circle. Trailhead City.**

**“Best Towns “ ~ Outside. Nationally-recognized Theater. Salmon Hatchery.**

**Cougar Mountain Zoological Park. Salmon Days. Farmers Market.**





# Our Programs

**The Downtown Issaquah Association** provides the following programs and is looking for a dedicated leader to focus on a comprehensive approach in line with Main Street principles leveraging all of downtown's assets - the built environment, entrepreneurship and local ownership.

## Community Events

- Wine and Art walk featuring Washington wines, lively music and beautiful art.
- Keep Issaquah Beautiful Day - volunteers gather to spruce up the town
- Gas Station Blues - Nominated for Best of WA Blues Award!
- Make Music Day - free celebration of music around the world
- Confluence Music Festival - End of summer music at Confluence Park
- Markets designed by the community for the community
- Fenders on Front Street - an Annual Father's Day tradition
- Bike Rodeo - promote bike safety, helmet fitting, and a skills course
- Historic Pub Crawl - a colorful past of bars, brawls and bullets
- Zombie Walk - a crowd favorite takeover of City Hall
- Holiday Lighting and Caroling

## Beautification Projects

- Flower planters on Front Street
- Hanging flower baskets on Front Street
- DIA public gathering space including a sitting area with a mural backdrop

## Historic Preservation

DIA helps preserve and restore the history of Issaquah through projects like the restoration of the SHELL Station and supporting the Issaquah History Museums.

## Public Policy

A struggling downtown led to the creation of the Olde Town Subarea Plan and DIA. DIA continues to promote a vital downtown through representation of downtown merchants in city initiatives such as Streetscapes planning, sensible City code policies, parking planning, redesigning Pedestrian Park and collaborating with the Chamber of Commerce and other local organizations.





# Situational Analysis

Celebrating 25 years in service! DIA embarked on a community engagement effort resulting in a refreshed mission, vision, and brand supporting a well rounded work plan encompassing promotional programs, capacity planning, enhanced volunteer engagement, community collaboration in economic development, and continued the stewardship of a landmark historic treasure.

The pandemic has paused cornerstone programs, however supporting local business and bringing people to our community remains the focus. The health, safety, and success of our businesses and community is at the forefront of our actions. The need to pivot and persevere keeping initiatives moving forward requires strong collaboration with businesses, economic development organizations, and the community with the ability to communicate for the betterment of the whole.

A pilot program is being launched expanding the space available for people to enjoy the food scene which supports distancing guidelines aimed at bringing life back to the historic downtown.





## The Opportunity

**The Downtown Issaquah Association** seeks an Executive Director with passion, experience, and the capacity to ensure the continued vitality of Olde Town Issaquah fully embracing the Main Street Approach® and increasing the organization's capacity to revitalize the downtown in a quickly changing environment.

The ideal candidate will have excellent non-profit acumen, a record in fund development, a proven ability to work at the direction of and in collaboration with the board of directors, identify and solve challenges, and the following skills to lead the organization:

- Coordinating activity within the downtown revitalization program utilizing historic preservation as an integral foundation for downtown economic development. Activities may include committee development, work plans, fundraising activities, promotional projects, rehabilitation and design projects, economic restructuring projects, volunteer management, and committee meetings.
- Develop, conduct, execute and document programs and activities for DIA. The executive director is the principal onsite staff person responsible for coordinating all program activities locally as well as representing the community regionally and nationally as appropriate.
- Successful history, strategic thinking, excellent management skills with experience building teams, budget development and financial expertise, and strong communications skills with diverse audiences will be necessary to be successful in the role.

**COLLABORATION. DIVERSITY. SERVICE.**  
**GOOD STEWARDSHIP. INTEGRITY. EXCELLENCE.**





# Skills and Attributes

The following skills and attributes will also be key to the success of a new Executive Director:

- Solid, hands-on budget management skills including budget preparation, analysis, decision-making, and financial reporting
- Strong organizational skills including planning, delegating, program development, and task facilitation
- Ability to convey the vision of DIA's strategic future to staff, Board, volunteers and donors; strong public speaking ability
- Strong nonprofit fundraising abilities and understanding of donor relations
- Collaborative leadership style
- Demonstrated ability to build, train, and encourage a team, including maintaining a positive working environment which attracts, retains, and motivates high-quality employees and volunteers
- Proven commitment to diversity, equity, and inclusion and experience working with or serving diverse communities
- Action-oriented, entrepreneurial, adaptable, and innovative
- Effective time management
- Excellent verbal and written communication skills
- Ability to anticipate and solve problems readily
- A positive, "can-do" attitude
- Possession of core values of transparency and integrity





## Key Areas of Responsibility

**Strategic Planning:** Lead Strategic Planning process, including the implementation of a plan with clear organizational priorities.

**Leadership & Communication:** Communicate DIA's mission to constituents, media, and public; oversee communication of vision and strategic goals to a broadened community audience; build relationships within various organizations and partners within community, county, and state.

**Staff Development & Supervision:** In collaboration with the Board of Directors, hire and retain competent, qualified staff. Provide leadership and staff development.

**Fiscal Management:** Ensure financial viability of DIA by the planning and execution of annual budget, operation within approved budget, and ensuring maximum resource utilization.

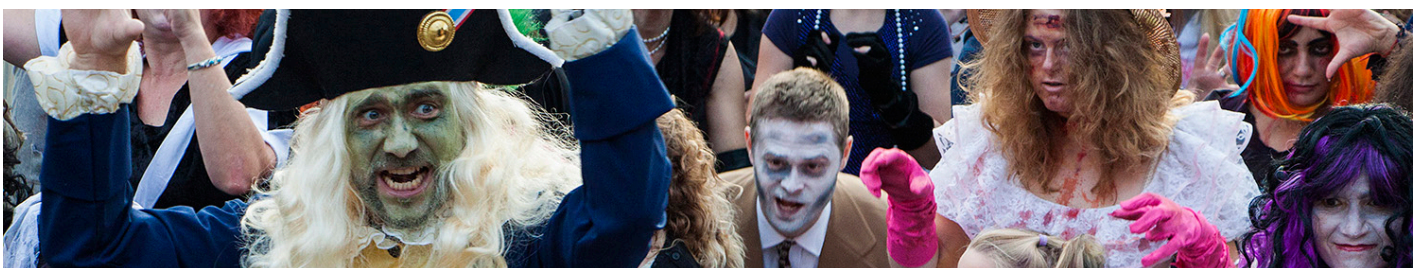
**Operational Management:** Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of DIA; oversee contracts for services.

**Fund Development:** Expand revenue generating activities to support existing and planned programs.

**Board Relations:** Establish and maintain a positive relationship with the Board of Directors through open and honest communication by supplying the information, tools, and resources necessary for the effective governance of DIA. Engage in board development actively by ensuring ongoing training, recruitment, and orientation of board members.

**Main Street Approach®:** Coordinate the activities of downtown association committees, ensuring that communication between committees are well established; assists committees with implementation of work plan items.

Prepare all reports required by the Washington State Main Street Program and by the National Main Street Center. Lead the preparation of reports to funding agencies and supervises employees or consultants.







## Required Criteria

Preferred Candidates will have a Bachelors' Degree or Equivalent Experience and background in some of the following areas economic development, finance management, fundraising, public relations, design, journalism, program management, public administration, historic preservation, volunteer or non-profit administration, and/or small business development.

- Experience with Main Street Four-Point Approach® and Refresh Strategy is a plus.
- Minimum 3 years of progressively responsible management experience with a nonprofit agency in a leadership capacity managing staff and volunteers.
- Excellent verbal and written communication skills are essential.
- Be receptive to understanding the issues confronting downtown business people, property owners, public agencies, and community organizations.
- Entrepreneurial, energetic, imaginative, well organized, with the willingness to learn and be coached.
- Highly skilled in Microsoft Office Suite and competency with online software, social media, and general accounting.
- Competency employing successful fundraising campaigns, place-based economic restructuring, and community partnership development.
- Must be able to work flexible hours including nights and weekends as necessary.
- Main Street Program quarterly travel is required.





# Submission

## TO APPLY:

Please submit a summary of qualifications limited to two pages and a cover letter including a personal statement expressing how the work of DIA aligns with your personal and professional goals.

Please email resume, cover letter and three professional references to [recruiting@downtownissaquah.com](mailto:recruiting@downtownissaquah.com), inquiry welcome.

This position is full time and the salary is competitive and commensurate with qualifications. A background check will be conducted on all final applicants.

## COMPENSATION:

\$60,000 – \$67,000

Paid Vacation, Holidays and Sick Leave

## TIMELINE:

Resume Deadline June 29, 2020

First Round of Review June 15, 2020

