

Executive Director, Downtown Bremerton Association – Job Description

A strong downtown is the heartbeat of community. The vitality of businesses is the base, with nods to the history of place set the foundation. Add in the celebration of each other, the beauty of nature, and reasons to gather. It's a wonderful equation for community!

The Downtown Bremerton Association (DBA) plays a role in bringing this sense of place to our city. The Executive Director is the maestro, leading and guiding the many parts which make this happen. Under the Main Street America guidelines, the Executive Director will fulfill the DBA's mission and manage all details relating to the DBA, including fundraising, grant-seeking, budget oversight, event planning, marketing, communications, community engagement, and business relations.

Duties and responsibilities include (but not limited to):

- Work closely with the Board of Directors to develop and manage an annual work plan and budget.
- Oversee all administrative aspects of the organization, including document retention, sound financial management, and monthly reporting as required.
- Direct the development of resources for the financial sustainability and fiscal growth of the Downtown Bremerton Association, including donations, partnerships, grants, sponsorships, campaigns, investors/members and other fundraising activities.
- Seek out grant funds for downtown projects
- Ensure sponsorship contracts are fulfilled
- Ensure contract with the City is fulfilled
- Obtain Main Street designation and maintain program accreditation
- Ensure all programs, events, initiatives and efforts of the Downtown Bremerton Association, both internal and external, are well-managed and executed to accomplish the goals and objectives of the organization.
- Plan and lead regular board meetings
- Collaborate with board members to help accomplish their committee goals
- Manage marketing efforts in all forms, and maintain a strong digital presence including social media, e-newsletters and website.
- Act as the face and voice of the organization, representing its interests and advocating for its goals.
- Build relationships with and maintain frequent contact with downtown businesses and property owners.
- Build relationships with and maintain frequent contact with partner organizations including Greater Kitsap Chamber of Commerce and Bremerton Farmer's Market (among others).

The Executive Director position reports to the Board President. The office location is within the Greater Kitsap Chamber office in downtown Bremerton, and shares duties in managing that office.

The Executive Director is expected to have knowledge of, or experience in, the following fields: historic preservation, economic development, urban planning, real estate, nonprofit administration, fundraising, event planning, marketing and volunteer management. It is essential to have strong interpersonal

communication, team building skills, be highly organized, politically savvy and business oriented, hold supervisory skills, and the ability to work independently as well, all with a flexible schedule.

Ideal requirements:

- Ability to balance day-to-day operations alongside big-picture, visionary thinking; project management experience is helpful
- A combination of experience in community and economic development, marketing and communications, public relations, business administration and development, public policy and administration, organizational management, downtown revitalization and/or civic engagement.
- A track record in community building and collaborative partnerships.
- Proficiency in managing multiple projects at once
- Fundraising experience
- Familiarity with Main Street America and with grant submissions and proposals
- Experience managing and recruiting volunteers
- Excellent written, oral and interpersonal communication skills
- Demonstrated organizational and project-management skills
- Comfortable with technology – Office 365 Suite, Google Drive, social media apps, Canva and Quickbooks
- Be committed to the mission of Main Street America and the DBA
- Live within a 30 mile radius of Bremerton

This position is associated with a heavy amount of standing, walking, moving, carrying, using hands/fingers. The employee will be required to sit, walk, talk, hear, move/carry items of up to 25 lbs.