

Executive Director

Newberg Downtown Coalition

About the Organization

The **Newberg Downtown Coalition (NDC)** is a 501(c)(3) nonprofit organization dedicated to creating a **vibrant, inclusive, and sustainable downtown** that reflects the unique character of Newberg.

Through events, partnerships, and advocacy, NDC works to promote local businesses, support downtown vitality, and strengthen the sense of community that makes Newberg special. Signature initiatives include **First Friday ARTwalk**, the **Newberg Wednesday Market**, **Downtown Cleanups**, **Trick or Treat Street**, and the **Holiday Market**.

NDC operates under the **Main Street Approach®**, focusing on four strategic areas: **Economic Vitality, Promotions, Design, and Outreach**.

About the Role

The **Executive Director (ED)** serves as the **chief leader and spokesperson** for the Newberg Downtown Coalition. This position provides **vision, strategic direction, and community leadership** in alignment with NDC's mission:

“To attract businesses, locals, and visitors to a thriving and welcoming downtown Newberg.”

The Executive Director works collaboratively with the **Director of Operations, Board of Directors**, and community partners to strengthen downtown Newberg through relationship building, fundraising, and strategic planning.

The **Director of Operations** role focuses on the *execution and coordination* side of the Newberg Downtown Coalition's mission — turning plans into action and keeping things running smoothly day-to-day.

Job Information

- **Position Title:** Executive Director
- **Status:** Part-time, non-exempt (approximately 10 hours per week)
- **Reports to:** Board of Directors via Board President

- **Pay Range:** \$30/hr
 - **Primary Work Location:** Downtown Newberg, Oregon
 - **Schedule:** Flexible; includes occasional evenings and weekends for events or meetings
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Key Responsibilities

Leadership & Governance

- Provide strategic direction and leadership to advance NDC's mission and goals.
- Partner with the Director of Operations and the Board to develop annual goals, work plans, and measurable outcomes.
- Lead and facilitate Board meetings; ensure the Board is informed, engaged, and aligned.
- Represent NDC in approved business negotiations and partnership agreements.
- Support committee development, recruitment, and volunteer engagement.

Fundraising & Revenue Development (Primary Focus)

- Develop and execute a comprehensive **annual fundraising plan** that supports NDC's operations and programming.
- Establish and meet specific **annual fundraising targets** (set collaboratively with the Board of Directors).
- Cultivate and maintain relationships with donors, sponsors, local businesses, and grant funders.
- Lead sponsorship outreach for NDC's signature events and annual campaigns.
- Identify new funding streams, including business partnerships, foundation support, and community giving.
- Manage donor communication, recognition, and retention efforts.
- Track and report fundraising progress to the Board monthly.
- Collaborate with the Board Treasurer on annual budgets and financial planning.

Community Engagement & Partnerships

- Serve as NDC's **primary liaison** to the community, building relationships with downtown businesses, property owners, city officials, and civic organizations.
- Strengthen public and private partnerships to promote collaboration and shared goals.
- Advocate for policies and initiatives that support downtown vitality and economic growth.
- Engage with local media, civic groups, and the public to promote NDC's mission and activities.

Communications & Marketing

- Serve as the **public face and spokesperson** of NDC in all communications.

- Support the Director of Operations in executing NDC's social media and marketing strategy to highlight downtown Newberg's businesses, culture, and events.
 - Promote NDC's mission through storytelling, media outreach, and consistent community presence.
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Qualifications

Required:

- Minimum **2-5 years** of experience in nonprofit leadership, economic or community development, or related fields.
- Demonstrated success in **fundraising**, donor cultivation, and partnership development.
- Strong communication and relationship-building skills across diverse stakeholders.
- Proven ability to lead collaboratively and strategically with a board of directors.
- Excellent organizational, problem-solving, and public speaking skills.
- Proficiency in basic office and communication technologies (Google Suite, MS Office, social media platforms).

Preferred:

- Experience with the **Main Street Approach®** or similar community development models.
 - Background in small business support, local economic development, or urban revitalization.
 - Bachelor's degree or equivalent professional experience.
 - Knowledge of nonprofit governance and fiscal management.
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Work Environment & Physical Demands

- Regular presence in downtown Newberg with active engagement in community spaces and events.
 - Frequent evening and weekend commitments tied to public events and meetings.
 - Ability to stand, walk, bend, and lift up to 25 pounds.
 - Occasional regional or national travel for conferences and training.
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To Apply

Please submit a **cover letter**, **résumé**, and to Branden Andersen at
president@newbergdowntown.org

Subject Line: *Executive Director — Newberg Downtown Coalition*