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|  | **Candidate Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Score (1 - 5) |
| Rachel | Tell us about your experience coordinating people and working with volunteers. What is your communication style, and how would past colleagues and volunteers describe working with you? | Select |
| Kirsten | Tell us about experience you have had working in diverse communities and building partnerships with diverse constituents. | Select |
| Felicia | What are you hoping to get out of this position? How is it a good fit for your personality? | Select |
| Rachel | We expect the new executive director to spend a significant amount of time out in the field building relationships with business owners, property owners and other downtown community members to really have their finger on the pulse of what is happening downtown. How would you go about establishing this trust, and in some cases, rebuilding trust with stakeholders that may have had a negative experience with the BDA? | Select |
| Nicole | The BDA has produced a number of events over the years, ranging from a street festival to a wine and chocolate walk, to music performances. Could you discuss your experience planning and managing events? | Select |
| Kirsten | The BDA is looking for an executive director to develop a fundraising plan in consultation with the board. Tell us about your experience creating and managing a fundraising plan. | Select |
| Rachel | Another component of this position is to manage a state grant and a Seed Fund grant from the City of Beaverton, and apply for additional grants. This includes submitting applications, ensuring that grant contracts are properly registered, payment requests are submitted, and grant deliverables are met on time. What types of grants or funding have you managed in the past, and what would be your approach to staying on top of everything? | Select |
| Felicia | Tell us about your experience managing the administrative aspects of your work and what techniques you use to ensure nothing falls through the cracks. (Some of the administrative aspects of this position include managing digital and paper files, tracking volunteer hours, providing clear updates to the board.) | Select |
| Nicole | Promoting the district is an important part of the BDA’s work. Please describe your ease working with social media and writing and producing newsletters and marketing content. | Select |
| Felicia | What is your experience with financial management, including managing project budgets, organizational budgets, financial reporting, etc? | Select |

