



*We provide an accredited academic program and a support system which assists the student to succeed in the classroom, at home and in the community*

## **Executive Director**

### **Position Overview:**

The Executive Director will be a strong and visionary leader that helps to achieve Oregon Outreach's mission to provide an accredited academic program along with a comprehensive support system that enables youth and adults to succeed in the classroom, at home, and in the community.

The Executive Director is responsible for all financial, operational, administrative, and legal aspects of the agency. This includes but is not limited to public relations, financial management, fundraising, organizational development, and staffing. The Executive Director must exercise extensive initiative and independent judgment and collaborate effectively with the Board of Directors, students, the public, and members of other community agencies and organizations. This position reports to the Board of Directors and is a full-time, exempt position.

Oregon Outreach provides an accredited academic program and a support system which assists the student to succeed in the classroom, at home and in the community. Founded in 1988, the organization operates at three locations providing individualized instruction, small class size, comprehensive supportive services, and high academic standards. We are a small but mighty team of dedicated folk determined to serve education needs - more than 360 students have earned their high school diplomas through our programs.

### **WHO YOU ARE:**

- You find joy in bringing leadership and vision to small organizations; working with a team of individuals committed to mission; and finds overcoming challenges rewarding.
- You understand systems thinking and look for all the impacts of how the agency operates and how you engage others in your leadership and advocacy for OOI.
- You are confident and adaptable meeting the needs of your agency, including setting standards for your team while remembering there is always more to learn with the people around you
- Your friends describe you as a creative results-driven leader; you find new ways to solve problems and collaborate with others
- You are humble, self-aware, and inquisitive about everything -the way you see things, the more you know the more you can better learn how to support the agency, mission, and stakeholders including staff.

- You are an experienced fundraiser who is comfortable soliciting and empowering others' vision and desire to change the world through education access.
- You are a strategic thinker who can bring others along in reaching organizational goals. You easily communicate with a variety of folks from across the spectrum of human experience.
- Challenges are your happy place - whether it's persuasive communication and bridging folks to solutions or making tough decisions with sensitivity and impact and duty to the agency.
- You take diligent efforts to uphold integrity and clarity for others at every possible level as a matter of personal pride - from engaging in critical conversations to sharing success stories with our community.

## **ESSENTIAL RESPONSIBILITIES:**

### **Governance and Leadership (20%)**

- Ensure all activities fulfill and/or support the mission of the organization
- Work collaboratively with the Board of Directors and staff to develop, implement, and evaluate Oregon Outreach's strategic plan
- Provide the Board with accurate, timely program and operations data in order to support strong strategic, governance and policy decisions
- Work with the Board of Directors to recruit, train, and develop an active and committed Board of Directors whose values, relationships, professional skills and personal experiences reflect and support Oregon Outreach's mission, vision, and values
- Attend monthly board meetings and report on the needs, plans, and major accomplishments of the organization; assist the Board Chair in planning the agenda and materials for Board meetings

### **Fundraising (25%)**

- Create and implement an annual development plan that includes individual solicitation, special events, mail appeals, government grants, corporate grants, sponsorships, foundation grants, and social media campaigns

### **Finance and Operations (15%)**

- Ensure operations run smoothly, efficiently, and meet the priority needs of Oregon Outreach
- Prepare and implement the annual board-approved budget. Ensure the budget and revenue plan support Oregon Outreach's financial sustainability
- Develop and maintain sound financial practices, controls, record keeping, and donation reporting requirements
- Work with the Finance Committee to monitor cash flow and develop monthly financial reports and quarterly assessments
- Manage business contracts and relationships
- Maintain official records and document and ensure compliance with federal, state, and local regulations including all accreditation and registration requirements

### **Personnel Management (20%)**

- Management the recruitment, hiring, professional development, promotion, evaluation, and release of personnel including paid staff, contractors, interns, and volunteers.
- Maintain a climate which attracts, keeps, and motivates a diverse group of top-quality staff and volunteers
- Administer staff compensation and benefits program and ensure sound human resources practices in staff negotiations, employment, and procedures
- Ensure compliance with all agency and regulatory policies that cover paid staff, volunteers, contractors, and volunteers

#### **Community Relations (10%)**

- Serve as the lead ambassador for Oregon Outreach
- Actively seek opportunities to collaborate with community partners including school districts, nonprofits, local businesses and community leaders for collective impact
- Direct a long-range public relations and community outreach program to support the fulfillment of Oregon Outreach's mission
- Serve as the primary media contact for Oregon Outreach

#### **Programs (10%)**

- Direct the development, management, and evaluation of existing and new Oregon Outreach programming to ensure its quality and alignment with Oregon Outreach's mission, strategic goals, and long-term sustainability
- Evaluate program funding needs and create opportunities to attract major donors as well as corporate and foundation support

#### **SKILLS AND EXPERIENCE:**

- Knowledge of nonprofit governance and management, risk management, asset management, and laws and regulations applicable to nonprofit organizations
- Fundraising experience, including donor relations
- Organizational skills
- Excellent written and oral communication skills
- Strong computer skills including proficiency with Microsoft Office and the Google Suite
- Relationship building both internally and externally

#### **MINIMUM QUALIFICATIONS:**

- Mission-driven desire to support our students and thus our communities
- Passion for supporting access to education
- Oregon Teacher Standards and Practices Commission Administrator License
- Demonstrated awareness, attitudes, knowledge, and skills that foster a climate of equity and inclusion
- Proven leadership including demonstrated initiative, innovation, resourcefulness, and ability to recognize and utilize talent
- Demonstrated culturally competent leader who is capable of working well with people from different backgrounds and identities

#### **PREFERRED QUALIFICATIONS:**

- Five+ years of nonprofit management experience that includes successful work with Board members and supervision and motivation of staff.

### **COMPENSATION:**

- \$65,000 - \$75,000 annual salary
- Vacation and sick leave
- 10 paid holidays
- Participation in OregonSaves

### **WORKING CONDITIONS**

This position is based in a typical office environment, adjacent to a learning center within the office suite. The person in this role will be required to use phones, computers, and other typical office equipment. Communicating will be required on a regular basis. Travel to site locations as well as donors and other community events will be expected. The person in this role may sporadically need to move boxes weighing up to 20lbs.

### **HOW TO APPLY**

To apply, submit the following to: James K. Phelps, Interim Executive Director, at [jphelps@oregonoutreach.org](mailto:jphelps@oregonoutreach.org)

- Cover letter
- Resumé

Review of applications will begin April 22, 2022. This position and posting will remain open until filled.