



Board Administrator

Reports to: Executive Director

Supervises: 0 FTE

Compensation: Contract Position. \$130/hr; approx. 8hrs/week - cyclical in nature with board meetings.

Status: Temporary, 12-month contract; 3, 6 and 9 month evaluations; option to renew

The Organization:

Mission: To collaborate with the SE Portland Community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

SE Uplift's values include relationship building, community involvement, grassroots democracy, sharing, teaching and learning, diversity and inclusiveness, and building capacity. To learn more, go to <https://www.seuplift.org/who-we-are/missionvalues/>.

SE Uplift was created in 1968 to better the Southeast Portland Community by solving social, economic, and physical challenges. In the early 70's SE Uplift became part of a larger public involvement system created by the City of Portland and comprised of 95 neighborhood associations and 7 coalition districts across the City. Since that time, SE Uplift has:

- Advocated for numerous transportation and land use issues like the Gideon Pedestrian Crossing and Comprehensive Plan Update.
- Managed a fiscal sponsorship program that helps neighborhood groups and grant recipients that don't have tax-exempt status.
- Dispersed thousands of dollars through our community small grant program.
- Incubated community groups such as The SE Tool Library and Portland United Against Hate.
- Convened community conversation around current issues including houselessness, transportation corridors, diversity equity inclusion (DEI), residential infill, and many other topics.

Currently funded by the City of Portland, Office of Community and Civic Life (formerly the Office of Neighborhood Involvement), SE Uplift continues to be an incubator of movements and organizations throughout SE Portland. SE Uplift is a hub, providing resources, support, and advocacy and acts as the connector between 20+ neighborhood associations, community groups, the City of Portland, and other governmental agencies.

SE Uplift owns two buildings, including their office in the heart of the Hawthorne District, which provides meeting space and office space for many community organizations and groups. The other location, Tabor Commons, is located near SE Division and 58th and is currently rented out to a community partner. Our properties are a key piece of the capacity-building services we provide, supporting community groups to meet and deliver services and resources to the community.

The Position:

The Board Administrator is a contract position holding the overall responsibility of managing board relationships and leading the board through a strategic planning process. Working closely with the Executive Director, board chair and executive committee, the Board Administrator informs meeting agendas and supports good governance practices of the board. With a large board of directors (32-members) and an Executive Committee of five, the ideal candidate will have familiarity with public meetings, experience managing a large group of high-level volunteers, and experience with conflict resolution and facilitation.

Personal characteristics:

SE Uplift seeks a strong and thoughtful conversation leader who can manage a large and diverse group through challenging conversation toward ultimate alignment. Important characteristics include:

- Integrity: The ability to develop trust and convey transparency of structures and processes.
- Respect for all people: Diplomacy, empathy, and the ability to communicate calmly and constructively with strong personalities, in challenging circumstances, and across differences.
- Patience with process: Ability to stay with projects that may need to go through city bureaucracy and large board reviews.
- Steady under challenging circumstances, smart at addressing differences.

Primary responsibilities**Leadership**

- Lead the development and implementation of a strategic plan with the board and staff.
 - Consider internal structure and organizational development.
 - Consider revenue diversification strategies .
- Work with the board to position the organization to diversify funding.
- Work with the board and staff to set and manage priorities and expectations in relation to the grant agreement; report organizational performance metrics; inform the board of issues that affect the organization.
- Ability to facilitate difficult or emotionally charged conversations.
- Demonstrate a high degree of emotional intelligence; able to adapt and authentically connect in a variety of environments quickly; values the experience and inclusion of people from all walks of life.
- Nurture positive relationships with the Executive Director and board.
- Create impactful agendas, decisive meetings, and support cohesion within the board.
- Design and facilitate Board trainings as needed based on knowledge and skills assessment.

Community relations and communication

- Nurture positive, proactive relationships with diverse community partners, including BIPOC-led organizations and SE neighborhood associations.
- Serve as a conduit between the board of directors and government agencies, ensuring clear, transparent, two-way communication.
- Attend meetings and events across the city, representing SE Uplift.
- Work with the board to ensure transparency of SE Uplift governance practices, processes, and decision-making.

Public policy and advocacy

- Monitor local government policy developments and work with staff and board to shape SE Uplift's participation in advocacy efforts.

Working conditions

- This position partners with and reports to the Executive Director.
- The position requires some evening and weekend work, including attendance at monthly Board meetings.
- The position requires the capacity to attend meetings and events across the city.
- Applicants must be a US citizen, or permanent resident.
- Applicants should be willing to work in a dynamic environment where projects change frequently depending on the needs of neighborhood associations and volunteers.
- SE Uplift values work/life balance and offers flexible scheduling and a hybrid work at home/office schedule.

Success Factors

- Proven facilitation and/or conflict mediation experience inspiring disparate groups to accomplish common goals.
- Experience operationalizing equity, inclusion and anti-racism principles.
- Excellent interpersonal skills and a demonstrated ability to collaborate and connect with a diverse group of stakeholders.
- Experience navigating government structures, functions, and culture.
- Experience leading conflict resolution.
- Experience with civic participation, advocacy, community-building, and public meetings.

Application Information

Interested consultant(s) are asked to submit a resume of consulting activities, statement of interest, and 3 references of nonprofit and/or government entities where facilitation of board activities have been the main metric of success.

Application packets will be fully reviewed by Nonprofit Professionals Now, current Executive Director and Board chair prior to review by the Hiring Committee and board of directors.

Deadline for submissions: August 10, 2021