



JOB DESCRIPTION Executive Director

Reports to: Board Chair/Executive Committee

Partners with: Board Facilitator

Supervises: 3.75 FTE

Compensation: \$75 - 80,000/year.

Status: 40 hours per week; flexible work schedule: health and retirement benefits Included.

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:

SE Uplift seeks a thoughtful leader to focus on and support our talented and dedicated staff, fostering an environment where they can thrive and expand their capacity to succeed in meeting our goals.

The Executive Director has overall operational responsibility for advancing the mission of the organization while upholding organizational values. The executive director works closely with City of Portland agencies and other governmental and community-based organizations, e.g., METRO, TriMet, State of Oregon, community groups, and community members.

Primary Responsibilities:

Leadership

- Work with the board and staff to set and manage priorities and expectations in relation to our City of Portland grant agreement; report organizational performance metrics; inform the board of issues that affect the organization.
- Demonstrate a high degree of emotional intelligence; able to adapt and authentically connect in various environments quickly; values the experience and inclusion of people from all walks of life.
- Hire and supervise staff (4) and contractors (as needed) and provide professional growth and development opportunities.

Operations and financial management

- Partner with and oversee work of Board Administrator to inform and coordinate board activities.
- Oversee day-to-day operations of the organization. Including:
 - Oversee, negotiate and sign annual funding agreement with the City of Portland and submit annual reports.
 - Setting priorities and developing work plans with staff.
 - Ensuring monthly reporting to the board of directors.
 - Create and manage annual budget, provide accurate and timely financial information, ensure fiscal policies and internal controls are followed.
 - Oversee the upkeep and management of real-property assets; ensure adequate insurance.
- Identify and pursue public and private funding opportunities and strategic partnerships.
- Manage SE Uplift's legal affairs.

Community relations and communication

- Develop and maintain cooperative relationships with community-based and business organizations, City officials, bureaus, funders, and other organizations to achieve the organization's goals.
- Form collaborative, authentic relationships with culturally diverse communities.
- Attend meetings and events across the City, as appropriate, to represent SE Uplift.

- Coordinate review of proposals affecting SE neighborhoods from the City of Portland and other government entities; with Board Facilitator, identify and communicate opportunities for involvement in policymaking.

Qualifications

- Bachelor's degree or relevant experience in nonprofit administration, business administration, public administration, or related field.
- Two - five years of experience managing people, developing high-performance teams, managing budgets, and achieving goals.
- Experience operationalizing equity, inclusion, and anti-racism principles.
- Excellent interpersonal and communication skills
- A demonstrated ability to collaborate and connect with a wide range of stakeholders and diverse groups and cultures.
- Experience diversifying organizational funding.

Desired Qualifications

- Master's degree in nonprofit administration, business administration, public administration, or a related field.
- Experience navigating government structures, functions, and culture.
- Knowledge of Portland's neighborhood system and non-profit law.
- Experience with facilitation and conflict resolution.
- Experience with civic participation, advocacy, community-building, and public meetings.

Working conditions

- The office is open to the public Monday through Thursday, 10am to 5pm.
- The office is dog friendly and baby friendly.
- The position requires frequent evening and limited weekend work, including attendance at monthly Board meetings.
- Applicant must be able to lift 25 pounds.
- 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 office 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.

Application Information:

All applicant information will be reviewed by Nonprofit Professionals Now, the current interim Executive Director, and Board Chair. After initial review, candidate information will be reviewed and final interviews conducted by the hiring committee and board of directors.

Applications for this position need to include a resume and statement of interest highlighting their staff management and experience with diversifying revenue streams.

Application Portal located at: <https://bit.ly/2UApESj>

Application Deadline: August 10, 2021