



Job Description
Executive Director
Full-time Position
Hermiston, OR

Executive Director - EUVALCREE

Full-time Position (will include some nights and weekends)

REPORTS TO: Board of Directors

LOCATION: Hermiston, Oregon (Primary location) Travel will be required to support other offices.

STARTING DATE: March 16, 2019

ABOUT EUVALCREE

EUVALCREE is a 501(c) 3 non-profit organization based in Eastern Oregon. The organization focuses on improving the quality and standard of living by developing the social capital and leadership capacity of community members. As a grassroots organization, we are focused on community efforts to facilitate positive systemic change. EUVALCREE was founded in Ontario, Oregon and has a new office in Hermiston, Oregon.

JOB DESCRIPTION

The Executive Director will have overall strategic and operational responsibility for EUVALCREE's staff, programs, expansion, and execution of its mission. They are responsible for organizing, coordinating, and implementing outreach and education strategies and plans. This person will lead and support a team to ensure that the organization meets its goals. Additionally, the person will conduct training, coordinate volunteer participation, execute events, serve as a spokesperson and represent the organization with community partners, governmental partners, and other stakeholders. This position reports directly to the Board of Directors. The person needs to be able to work well with others, be a strong communicator, and have a commitment to supporting community and providing opportunities.

MINIMUM QUALIFICATIONS

Satisfactory combination of experience and training which demonstrates the abilities to perform the duties.

- At least a bachelor's degree and a minimum of 3 years of proven leadership, coaching and management experience or 7 years of experience commensurate with a combination of education, coaching, proven leadership, and nonprofit management.
- Effective organizational and verbal/written communication skills.
- Demonstrated commitment to equity and track record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities.
- Experience with canvassing or campaigns.
- Past success working with a non-profit board of directors with the ability to cultivate existing board member relationships.

- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Ability to develop quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Is proficient at writing and editing grants and managing major funding campaigns
- Excellent communication, reading, research, writing, and analytical skills.
- Excellent organizational skills and attention to interpersonal and political dynamics and details.
- Dedication and ability to work flexible hours.
- Access to transportation and ability to transport materials required.
- Ability to lift 25 pounds.
- Preferred qualification: Experience in cross-cultural communication. Ability to communicate to Spanish speaking audiences through the utilization of bi-literate and bicultural skills.
- This position often requires nights and weekend work hours.

Behavioral Competencies

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity.
- Flexible and cooperative approach to problem solving.
- Excellent partnership skills and ability to work with private and public sectors.
- Maintains a positive attitude that encourages participation and enthusiasm.
- Respects other people's viewpoints and skills, good listening and communication skills, willingness to compromise and collaborate.
- Thrives under pressure.
- Is organized and deadline oriented.
- Ability to work well independently and with a team.

SPECIAL LICENSES/CERTIFICATES

Must have a valid state driver's license. Other licenses and certificates may be required depending on services and programs involved in.

RESPONSIBILITIES

Leadership and Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goal;
- Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders;
- Maintain confidential information;
- Organize and maintain detailed records;

- Complete necessary paperwork and meet deadlines;
- Effectively communicate both verbally and in writing;
- Organize, coordinate, and implement outreach and education strategies, programs and plans;
- Develop and execute the individual partner plan, systems, and processes required for a successful program;
- Lead and manage a team to ensure that goals are being met;
- Provide content and skills-based trainings to team;
- Coach and support team to meet their goals and build their skills and capacity for programs;
- Oversee and ensure risk management policies and procedures are in place to protect the organization, employees and/or volunteers from liability and other claims;
- Set clear expectations and support the team to create group buy-in and accountability to goals;
- Manage and maintain budget;
- Meet set weekly and monthly goals and targets.

Coordination and Representation

- Coordinate and support community members to execute paid and volunteer field efforts;
- Conduct training and workshops for partner staff, community members, elected officials, governmental agencies, and organizational allies;
- Develop and execute community events to bring attention and awareness to the programs and projects;
- Build strategic relationships and conduct a variety of outreach activities;
- Connect with others and forge strong relationships;
- Support, network and motivate staff, volunteers and clientele;
- Organize and schedule meetings and appointments;
- Attends all organization meetings.

Financial Management

- The Executive Director is responsible for sound financial management and control, budget preparation and forecasting in accordance with all pertinent legislation and policy, and will:
 - Prepare financial plans and annual operating budget for Board approval.
 - Develop annual program and project budgets in collaboration with program Staff;
 - Manage the efficient and effective use of the agency's resources.
 - Participate in the Finance Committee to ensure understanding of current financial position;
 - Act as a signing officer for the agency;
 - Oversee all accounting functions, including payroll, financial reporting and remittances to government and funding agencies;
 - Provide information to the agency's auditor regarding preparation of annual financial statements;

- Ensures accurate and complete financial and accounting records of the organization;
- Ensures that financial goals are achieved, and operating expenses are within budget;
- Works with the board in the preparation of the annual budget;
- Ensures that financial controls are met.

Fundraising

- Expands and maintains fundraising activities to support and grow existing programs;
- Targets and develop grant proposals;
- Facilitates and implements with the Board of Directors fundraising campaigns and donor cultivation;
- Diversify and coordinate fundraising efforts;
- Ensure recruitment and stewardship of donors;
- Oversee development of social enterprise opportunities.

Communication and Community Relations

The Executive Director works in collaboration with the Board of Directors and management team to:

- Maintain communication of community needs and value to the community;
- Represent organization at all relevant community and fundraising events;
- Represent organization on relevant community and/or regional committees or initiatives occurs;
- Conduct activities such as interviews, news releases and newsletters to assist in proactive communication through the media are undertaken and appropriate responses are made to media inquiries;
- Maintain a positive image and relationship with local, provincial and federal agencies and their representatives;
- Communicate with area, provincial and legislators as appropriate;
- Lobby in a non-partisan manner for client / community needs;
- Collaborate with other community social agencies.

Administrative and Other Expectations

- Complete and submit documentation required by state and federal regulations;
- Develop and implement strategic plans in collaboration with the Board and Staff;
- Develop and implement administrative plans in collaboration with the Board and Staff;
- Recommend and develop relevant policies with Policy Committee. Implement policies and procedures;
- Ensure the agenda and supporting reports for Board meetings are provided to Board members prior to monthly meetings;
- Attend Board meetings;
- Communicate with the Board of Directors in a concise, clear, comprehensive manner, to ensure that the Board has adequate information on activities to carry out effective decision making;

- Participate in meetings of the Board's standing committees as required;
- Participate in other administrative functions as designated by the Board;
- Attend and report at all General Meetings;
- Conduct reporting and work with Director to adjust program to ensure goals are met;
- Hires, supervises and when necessary dismisses staff;
- Leads, coaches and develops the organization's staff to create a well working team;
- Ensures that job descriptions are current;
- Conducts performance appraisals as required;
- Formulates and implements corrective action as needed;
- Ensure volunteers are engaged and recognized for their work;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing professional networks; participating in professional and community environments;
- Receive feedback, support, and coaching from Director, staff and stakeholders;
- Receive supervision from Director level staff person;
- Identify ways to blend innovation and nuance into field operations so that it reflects the style and personality of stakeholders;
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends;
- Ensure that facilities comply with all applicable health and safety standards, including fire regulations and building codes, and all other relevant codes;
- Perform other related duties as required.

TERMS OF EMPLOYMENT

This is a full-time, exempt position with paid holidays and sick leave. Salary range is \$50,000 - \$55,000 per year, depending upon experience. Monday through Friday although evening and/or weekend time may be required for special events, programs and activities.

APPLICATION PROCEDURE

A complete application file consists of the following items:

- ❖ A letter of interest stating how you are qualified to perform the duties; and
- ❖ A résumé
- ❖ Three references

Email materials to info@euvalcree.org.

APPLICATION DEADLINE:

First review of completed applications will take place on January 31, 2020. Position will remain open until filled.