

NEIGHBORS WEST-NORTHWEST

Position: Executive Director

FTE: 1.0 FTE

Status: Exempt, not overtime eligible

Salary: \$68,000 - \$72,500/year (DOE)

Reports to: NWNW Board, with chief liaison being the President of the Board

POSITION SUMMARY

Neighbors West-Northwest is seeking an Executive Director who will build upon our 20+ year history of community service, while developing an inspiring vision for the next stages in the organization's growth and evolution. The Executive Director will provide leadership and work with the board to develop transformative strategies that will guide NWNW, and create a sustainable operating model for the future, as well as lead the work of our talented and enthusiastic staff, fostering an environment where they can thrive.

ABOUT NEIGHBORS WEST-NORTHWEST

District Coalition Offices were established in the City of Portland to provide neighborhood services funded by Portland taxpayers. There are seven coalition offices that serve 94 neighborhood associations in Portland. Coalition offices provide neighborhood associations (and the community) with liability insurance, fiscal sponsorship, technical administrative services, and organizational support.

Neighbors West-Northwest (NWNW) is a neighborhood coalition office representing seven Northwest and five Southwest Neighborhood Associations. Our neighborhoods encompass one of the most varied sections of Portland, where heavy industry, commerce and a variety of residential communities co-exist with large, pristine natural areas and riparian habitats. Currently funded by Portland's Office of Community and Civic Life (OCCL), NWNW acts as the connection between neighborhood associations and the City of Portland.

Our mission is to promote direct participation in grassroots democracy by supporting community efforts at the neighborhood level and create livable, sustainable, and equitable communities.

THE COMMUNITIES WE SERVE

- Arlington Heights Neighborhood Association
- Forest Park Neighborhood Association
- Goose Hollow Foothills League
- Hillside Neighborhood Association
- Linnton Neighborhood Association
- Northwest District Association
- Northwest Heights Neighborhood Association
- Old Town Community Association
- Pearl District Neighborhood Association
- Portland Downtown Neighborhood Association
- Sylvan Highlands Neighborhood Association
- Southwest Hills Residential League

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EQUITY STATEMENT

Neighbors West-Northwest recruits, hires, and promotes all categories of job classifications and administers the terms and conditions of employment in accordance with our Equal Employment Opportunity policy, and without regard to an applicant's race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, veteran status, disability, or any other status protected by applicable federal, state, or local law.

PRINCIPAL RESPONSIBILITIES

The major roles of the Executive Director, often performed in partnership with the Board President, include the following:

Leadership: *Leads the development and implementation of NWNW's organizational culture and ensures that the organization is guided by this vision. Skilled in building a healthy, high functioning organizational and board culture.*

1. Collaborate with OCCL, the City of Portland, Multnomah County, and other
2. governmental agencies to promote organization goals.
3. Works with the NWNW board to ensure NWNW governance is transparent and implementing best practices in process and decision-making.
4. Ensure compliance with NWNW bylaws and policies, and our Operating Agreement with the City, and applicable city, state, and federal rules.
5. Track and understand city and county projects, policies, and resources to provide helpful context, information, and resources to support to the Board of Directors and staff.

Operations & Financial Management: *Advances NWNW's overall organizational goals, and supports an environment in which staff and the members of the organization can do their best work. Ensures the long-term sustainability of NWNW by managing the organization's finances, contracts and support services.*

1. Oversee annual funding agreement with the City of Portland and submit quarterly reports.
2. Create and manage annual budget, provide accurate and timely financial information, and ensure financial policies and internal controls are followed.
3. Provide day-to-day management and support of staff, including hiring, retention, review, and opportunities for professional development.
4. Support and direct staff programming and initiatives.
5. Oversee day-to-day office operations, including payroll, timesheets, taxes insurance, and bills.

Community Relations: *Guides and oversees NWNW's education and civic engagement programs which use community organizing as a powerful tool to teach, to inspire, and to empower. Builds the Board and organization teams that will work together to bring NWNW's work and advocacy to the highest possible standard.*

1. Attend neighborhood and city meetings and events as the public face of NWNW.
2. Nurture positive, proactive relationships with all NWNW neighborhood associations.

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3. Develop and maintain cooperative relationships with City officials, bureaus, funders, and other organizations to create lasting partnerships and networks.
4. Form collaborative, authentic relationships with diverse communities.
5. Provide direct support for neighborhood associations, including answering
6. questions, connecting to resources, and facilitating regular board orientations.

QUALIFICATIONS

Professional Experience:

The successful candidate will demonstrate substantive experience in roles requiring the exercise of leadership, including having collaborated in the developing of a vision, and motivating others to pursue that vision. While prior organizational experience in nonprofit or government will be valued, it is not required.

Minimum Qualifications

- Bachelor's degree in administration, non-profit management, city planning, human resources, or relevant fields. Equivalent professional or personal experience may substitute for a degree.
- 3+ years of experience as an Executive Director, Assistant Director, or similar levels of responsibility in a non-profit or related setting.
- Experience managing staff and fostering a supportive workplace environment.
- Experience with contract management, budgeting, and financial management for nonprofits.
- Excellent interpersonal skills and a demonstrated ability to work with a wide range of stakeholders, diverse groups, and communities.
- Excellent written, verbal, and public speaking skills.

Desired Qualifications

- Master's degree in administration, non-profit management, city planning, human resources, or relevant fields.
- Familiarity with navigating government structures, functions, and culture.
- Experience with HR and/or facilitation and conflict resolution.
- Experience with civic engagement, grassroots activism, community building, or DEI.
- Fundraising or grant-writing experience.

WORKING CONDITIONS

- The position requires regular attendance at evening meetings and occasional weekend work.
- Meetings or events may be held in-person or virtually across the city.
- The position requires ability to work in a standard office environment.
- The position requires compliance with City of Portland COVID regulations.
- Applicants must be a US citizen, US national, or lawful permanent resident.
- Applicants should be willing to work in a dynamic office environment where projects change frequently depending on the needs of associations and volunteers.
- Our office offers flexible scheduling, work-life balance, and is child and dog friendly.

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START DATE

The Search Committee hopes to make its final decision no later than March 15, 2021. The start date for full-time employment will be as soon as possible thereafter.

HOW TO APPLY

Submit cover letter, resume and writing prompt responses to Rhys Ornstein-Hawes (they/them/theirs) rhys@nwnw.org no later than January 31, 2021.

Writing Prompts:

Please respond to the following prompts in 500 words or less.

1. What qualities, values, or lived experiences do you bring to our organization?
2. What does civic engagement mean to you?