

# EXECUTIVE DIRECTOR - NEIGHBORS WEST NORTHWEST

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## **OVERVIEW STATEMENT**

Neighbors West Northwest seeks an Executive Director who will build upon a 20+ year history of Executive excellence and community service while articulating an inspiring vision for the next stages in the organization's growth and evolution. The Executive Director will provide leadership and propose transformative strategies that will guide NWNW and, together with the Managing Director, create a sustainable operating model for the future. We seek an individual who brings experience and vision, as well as a history of collaboration and inclusiveness.

NWNW's Executive Director will be responsible for the Executive and educational vision of the company. The Executive Director will plan NWNW's seasons of plays, select Executive personnel, and provide guidance and oversight to ensure the company's Executive and financial success. Responsibilities include commissioning and developing new works, often in collaboration with national colleague. The Executive Director manages NWNW's Education Team, and must be willing to nurture and support young people and developing theater artists. Such a person will also have strong relationships across the theater field that can multiply the connections and opportunities for Oregon Children's Theatre.

## **ABOUT NEIGHBORS WEST-NORTHWEST**

District Coalition Offices were established in the City of Portland in 1974 to provide neighborhood services funded by Portland taxpayers. Currently, four district coalition offices are staffed by independent nonprofit organizations and three district coalition offices are staffed by the City of Portland's Office of Community & Civic Life. The Office of Community & Civic Life provides the nonprofit District Coalitions Offices between 85% to 100% of each organization's total budget.

To date, seven coalition offices serve 94 neighborhood associations in Portland. Coalition offices provide neighborhood associations (and the community) with insurance, fiscal sponsorship, technical administrative services, and organizational support.

Neighbor's West-Northwest is the neighborhood coalition representing 7 Northwest and 4 Southwest neighborhood associations. NWNW provides a forum for these 11 boards to interact, share resources and complement each other's efforts. It also offers a key channel for the city and elected officials to quickly disseminate information to a wide range of neighbors. This all leads to greater livability and harmony in our thriving urban center. NWNW provides support to our 11 neighborhood associations and other community focused groups, including: technical assistance, tax reporting, record keeping, and meeting announcements. In addition we plan Events, provide Workshops, administer Grants, and offer Volunteer Resources.

## **ABOUT THE COMMUNITY 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
- Southwest Highlands Neighborhood Association

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## **EQUITY STATEMENT**

Neighbors West-Northwest is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the NWNW's commitment to the principles of fair employment and the elimination of all discriminatory practices.

## **PRINCIPAL RESPONSIBILITIES**

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

1. Shapes and advances NWNW's overall organizational goals, and supports an environment in which the members of the organization can do their best work.
2. Leads the development and implementation of NWNW's organizational culture and ensures that the organization is guided by this vision. Is driven by the desire to create a healthy, high functioning organizational and board culture.
3. 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.
4. Ensures the long-term sustainability of NWNW by attending to the organization's financial health.
5. Identifies and selects trainings that that are relevant and exciting to NWNW's audience, with particular attention to meeting the needs of our northwest communities, and striving to express a wide variety of voices, subject matter and style to be inclusive of the communities NWNW serves.
6. Builds the Board and organization teams that will work together to bring NWNW's work and advocacy to the highest possible standard. Recruits experienced community activists and organizations to collaborate.
7. Informs and inspires the board of directors to experience their own sense of fulfillment through service to the community
8. As the major public face of the organization, serves as an important citizen in the city, seeking opportunities for NWNW to use its voice to further the public good, including advocating for NWNW.

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## **QUALIFICATIONS**

### **Professional Experience:**

The successful candidate will demonstrate substantive experience in roles requiring the exercise of leadership, including having been responsible for articulating 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 non-profits.
- 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.

### **Personal Qualities and Values:**

The following are all important to the success of the next Executive Director at NWNW:

- A deep commitment to treating every citizen as an intelligent human that deserves to be given full respect and dignity.
- Ability to establish a collaborative working partnership with the Board President.
- A person who engenders trust and loyalty through their authenticity.
- A natural collaborator and team builder, a visionary, a thought leader.
- The vision and commitment to be a champion for the field of civic engagement, with an abiding understanding of its value in the development of sound public policy.
- A leader who applies a social justice lens to strategic decision-making.
- The capacity to build strong relationships, which of course includes internally with the staff and the board, but importantly also includes relationships with elected leaders and public employees.
- A desire to personally and institutionally be an active and impactful resident of Portland, with a demonstrated track record of community involvement.

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## START DATE

The Search Committee hopes to make its final decision no later than February 1, 2021. The start date for full-time employment will be as soon as possible thereafter.

## ALTERNATIVE LISTING OF RESPONSIBILITIES

### LEADERSHIP:

- Generates and communicates an inspirational Executive Vision of excellence for NWNW
- Ensures that serving the needs of the community served is at the center of every conversation
- Advocating for creativity and innovation in our trainings
- Modeling a work ethic that inspires others
- Being a Board Member that inspires the Board to bring their “best selves” to NWNW
  
- Collaborate with OCCL, the City of Portland, Multnomah County, and other governmental agencies to promote organization goals.
- Work with the NWNW board to ensure transparency of NWNW governance practices, processes, and decision-making.
- Ensure that NWNW bylaws and policies are upheld and kept up-to-date.
- Maintain knowledge of NWNW and city and county projects, policies, and resources to provide effective support to the Board of Directors.
- Implement and manage organization’s strategic goals as approved by the Board.

### FINANCE:

- Collaborate with the Board President to ensure sustainability of NWNW
- Oversee NWNW’s budget for staffing and programs.
- Advocate for the Executive vision of NWNW with a creative lens and the understanding that sustainability is essential for financial health of the organization.
  
- Oversee annual funding agreement with the City of Portland and submit quarterly reports.
- Create and manage annual budget, provide accurate and timely financial information, and ensure financial policies and internal controls are followed.
- Provide day-to-day management and support of staff, including hiring, retention, review, and opportunities for professional development.
- Support and direct staff programming and initiatives.
- Oversee day-to-day office operations, including payroll, timesheets, taxes, insurance, and bills.

### SEASON PLANNING:

- Select a season of that plays that speaks to and is appropriate for an age demographic spanning age 2 to 14 years old
- Select a season of plays that is inclusive of diverse points of view and representation; characters, stories, playwrights, composers, plays, musicals, new work

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- Select plays that speak to both our public audience and our school field trip audience
- Select plays that speak to the contemporary child
- Advise in the selection of the Young Professional Company season.
- Select a season that supports the sustainability of NWNW

## COMMUNITY RELATIONS:

- Attend neighborhood and city meetings and events as the public face of NWNW.
- Nurture positive, proactive relationships with all NWNW neighborhood associations.
- Develop and maintain cooperative relationships with City officials, bureaus, funders, and other organizations to create lasting partnerships and networks.
- Form collaborative, authentic relationships with diverse communities.
- Provide direct support for neighborhood associations, including answering questions, connecting to resources, and facilitating regular board orientations.

## GOVERNANCE:

- Recruiting and onboarding new board members
- Board reporting and communications with board

## DIVERSITY, EQUITY AND INCLUSION:

- Guide efforts to apply DEI in making changes to NWNW's policies, practices, and norms
- Communicate NWNW's commitment to DEI both internally and externally

## COMMUNICATIONS AND MARKETING:

- Give guidance, feedback and inspiration for out-facing collateral material
- Contribute to institutional messaging strategies
- Craft Executive Director messages for Programs

## DEVELOPMENT:

- Give guidance, feedback, and inspiration for outward facing materials and solicitations
- Prospect identification and solicitation