

SE UPLIFT JOB DESCRIPTION

Title: Executive Director
Reports to: Board of Directors
Supervises: 4 FTE
Compensation: \$70,000 + benefit package
Status: Full Time, Salaried, FLSA-exempt
Benefits: Paid medical, dental, and PTO

To apply, please email a cover letter and chronological resume to lara@rosecityphilanthropy.com. Please title your documents and email with your last name, the name of the organization, and the name of the document. (Example: email subject: Miller SE Uplift, attachments: Miller Resume SE Uplift and Miller Cover Letter SE Uplift.) The first round of application materials will be reviewed on Monday, November 25. Position will remain open until filled.

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 by the City of Portland in 1968 to support community revitalization. Since then SE Uplift has:

- Defeated an attempt to build the Mt. Hood Freeway through the SE Portland
- Launched a fiscal sponsorship program to help neighborhoods and grant recipients that don't have tax exempt status
- Helped establish a neighborhood grant program
- Incubated community groups such as Portland United Against Hate
- Convened community conversation around current issues including houselessness, transportation corridors, land use planning, diversity, residential infill and many other topics

SE Uplift is seeking a visionary leader for this dynamic civic engagement organization. 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. Acting as the connection between neighborhood

associations, community groups, the City of Portland, and other governmental agencies SE Uplift is a hub, providing resources, support, and advocacy. SE Uplift owns two buildings, including their office in the heart of the Hawthorne District which provides meeting space for many community organizations and groups.

The Position:

The executive director has overall strategic and operational responsibility for advancing the mission of the organization while upholding organizational values. We seek a thoughtful leader to work with our talented and dedicated staff, fostering an environment where they can thrive. The executive director works in concert with City of Portland agencies and other governmental organizations e.g., Metro, TriMet, State of Oregon, agencies, community groups, and community members to foster civic engagement in policy making and support grass-roots efforts on behalf of the SE Uplift Board. Working closely with the board chair and executive committee, the executive director informs meeting agendas and supports good governance practices of the board. With a large board of directors (up to 30-members) and an Executive Committee of five, the ideal candidate will have familiarity with public meetings and experience managing a large diverse group of high-level volunteers.

Personal characteristics

- Leadership: Takes initiative, resourceful, helps others stay focused on the mission and priorities; can triage resources; works with others to correct course if necessary.
- 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.
- Willingness and ability to learn: Ability to ask for help when needed and to learn new skills and approaches
- Steady under challenging circumstances, smart at addressing differences

Minimum Qualifications

- Bachelor's degree in nonprofit administration, business administration, public administration, or a related field. (Relevant experience may substitute for the degree requirement on a year-for-year basis)
- Proven leader with the vision to develop organizational strategy and experience inspiring disparate groups to accomplish common goals.
- Three years of experience managing people, developing high-performance teams, managing budgets, and achieving goals.
- Experience operationalizing equity, inclusion and anti-racism principles.

- Excellent interpersonal skills and 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.
- Experience with facilitation and conflict resolution.
- Personal or professional experience with civic participation, advocacy, community-building and public meetings.
- Experience managing organizational assets such as property and buildings.

Primary responsibilities:

Leadership

- Lead the development and implementation of a strategic plan with board and staff to guide the organization.
- Work with the board and staff to set and manage priorities and expectations; report organizational performance metrics; inform the board of issues that affect the organization.
- Help others achieve their goals with strategic thinking, organizing, and advocacy.
- Comfortable and grounded in contentious or emotionally charged conversations.
- Demonstrate a high degree of emotional intelligence; able to quickly adapt and authentically connect in a variety of environments; values the experience and inclusion of people from all walks of life.
- Hire and supervise staff; provide opportunities for professional growth and development; focus on staff retention

Operations and financial management

- Oversee, negotiate and sign annual funding agreement with the City of Portland and submit quarterly reports.
- Oversee day to day operations of the organization.
- Create and manage annual budget, provide accurate and timely financial information; ensure financial policies and internal controls are followed.
- Identify and pursue public and private funding opportunities and strategic partnerships
- Oversee the upkeep and management of real property assets; ensure adequate insurance.
- Manage SE Uplift's legal affairs.

Community relations and communication

- Nurture positive, proactive relationships with all SE neighborhood associations.
- 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.
- 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.
- Oversee communications strategies for SE Uplift and, along with the Board Chair, serve as spokesperson for the organization.
- Work with the board to ensure transparency of SE Uplift governance practices, processes, and decision-making.

Public policy and advocacy

- Coordinate review of proposals affecting Southeast neighborhoods from the City of Portland and other governmental entities; identify and communicate opportunities for involvement in policy making.
- Monitor government policy developments and work with staff and board to shape SE Uplift's participation in advocacy efforts.

Working conditions

- The office is open to the public Monday through Thursday, 10am to 4pm.
- The office is dog friendly and baby friendly.
- Administrative offices are located on the third floor of our building and does not have an elevator.
- The person in this position regularly sets up and takes down supplies for events.
- 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, 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 neighborhood associations and volunteers.
- SE Uplift values work/life balance and offers flexible scheduling.

SE Uplift is an Equal Opportunity Employer and does not discriminate based on religious affiliation, marital status, physical or mental disability, national origin, citizenship, age, race, color, creed, gender, gender identity, sexual orientation, genetic makeup, political or union affiliation, status as a Vietnam-era, disabled or other veteran, or any other basis protected by federal, state or local law. In compliance with the Americans with Disabilities Act, SE Uplift will provide reasonable accommodations to qualified individuals with disabilities.

Note: This job posting is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment. Expressed or implied. All employment is terminable at will. With or without cause.

Thank you for exploring the possibilities with us!