



Position Announcement: Executive Director



Mission/Organization

Neighborhood Partnerships' mission is to help create a better Oregon, one in which we all have access to opportunity, stability, and what we need to thrive. For us, this begins with financial well-being and a stable, affordable place to call home. Our work calls on us to engage all Oregonians: indigenous tribes; residents whose families have called Oregon home for generations; folks who arrived just recently—from elsewhere in the U.S. or the world. Whether we live in cities, small towns, or rural lands, we all need resources to build a better future for ourselves, our families, and our communities.

We're a team of diligent and dedicated leaders committed to building a more equitable Oregon. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration. We are always learning.

NP manages the Oregon Individual Development Account (IDA) Initiative. We raise funds, collect data, and coordinate the IDA-related work of ten nonprofit direct-service and network partners statewide. With an IDA, Oregonians with low incomes have their savings for an education, home, small business, or other investment matched by state funds.

Since 2004, NP has convened the statewide Oregon Housing Alliance. The Housing Alliance is a coalition of more than 90 organizations who come together with the belief that everyone needs a safe, stable, and affordable place to call home. The Housing Alliance is a legislative advocacy coalition, which works to advance housing opportunity at our state capital in Salem and at the federal level. In addition to convening the Housing Alliance, since 2018, NP staff have been organizing and supporting an

advocacy group of residents of affordable housing, front line staff, and people in need of affordable housing. This network is called Residents Organizing for Change (ROC) and is a critical part of our work to engage people most impacted by policy change.

We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

NP has a budget of \$1.8 million, with \$20+ million in restricted program assets, and 11 staff members (9.65 FTE).

The current executive director, Janet Byrd, has been with the organization for 15+ years and is ready to start her next professional chapter. She is fully engaged in planning a smooth transition and is committed to supporting the new executive director in collaboration with the board and staff.

The Opportunity

As executive director of Neighborhood Partnerships, you will lead an equity-focused team promoting racial and economic justice through community organizing; legislative policy development and advocacy; and collaborative, human- and equity-centered program administration. Your exceptional shared leadership skills will ensure that Neighborhood Partnerships effectively fulfills its mission, working collaboratively within the organization, within the public and private sectors, and across Oregon's low-income communities. Your honed community relations, equity and inclusion, fundraising, and strategic planning skills will strengthen Neighborhood Partnerships' health, innovation, and sustainability. The next stage in Neighborhood Partnerships' evolution will require an ability to forge new relationships, deepen existing ones, manage and strengthen current programs, and imagine and create new opportunities. The board and staff will appreciate your lived experience, passion for our work, and sense of humor.

Link to home page and full job description: www.neighborhoodpartnerships.org

Requirements

- Minimum of five years of experience as a nonprofit director or manager

Core Competencies

- Collaborative, inspiring, innovative, and strategic leadership skills with an understanding of the power and benefits of partnerships and coalitions
- Commitment to racial and economic justice, equitable practices, and inclusive decision making
- Understanding of legislative process, lobbying, and grassroots advocacy; ability to work with people of varying political beliefs
- Ability to apply inclusive and consensus-based approaches, but also to make timely, strong decisions when needed
- Organizational and financial management skills
- Ability to fundraise
- Strong communication skills

A Plus, But Not Required

- Experience working in asset building or housing and financial stability programs
- Strategic communications training or experience
- Bi-lingual, bi-cultural

Salary and Benefits Information

- \$110,000 - \$120,000, depending on experience
- Health, vision, and dental insurance: NP pays 100% of employee premium for health, vision and dental; 0% of dependent coverage.
- Annual 401K contributions: In 2020, it is 10% of an employee's salary. In 2021, with a new policy change, it will be a flat amount for every employee, adjusted by FTE rather than calculated on salary, and no less than 3% of the highest salary at NP.
- Paid vacation: 2 weeks the first year; 3 weeks in years 2-5; 4 weeks after 5 years. New employees are given 1 week of vacation at start, then begin accruing week 2 after 6 months.
- Paid sick leave: Accrual basis at 1¼ days per month, for a total of 3 weeks per year
- Paid holidays: 8 designated holidays and 2 flexible "celebration days"
- Employer-paid life insurance and long-term disability
- Flex plan (a voluntary benefit option that helps lower state and federal taxes by using pre-tax dollars for eligible medical and dependent care expenses)
- Transit pass or parking expenses

How to Submit an Application

- Please send a cover letter and chronological resume to our Recruitment Committee via our recruitment consultants, **Allison Lugo Knapp and Kathy Kniep**:

kathy@kathykniep.com

By June 2, 2020

- In your cover letter, please answer these questions, supplying a one-paragraph answer to each:
 - **What does shared leadership look like to you and what are some specific practices you've used?**
 - **What have you done in your professional and/or personal life to promote equity and inclusion?**
- An email acknowledgement will be sent to all applicants within two business days. If you do not receive an acknowledgment within that timeframe, please contact Kathy Kniep: kathy@kathykniep.com / 503-309-3433.
- All inquiries will be handled confidentially.
- The position will remain open until filled.
- **Not sure if you should apply?** Please call Kathy Kniep with questions: 503-309-4433.

Equal Opportunity Employer

Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, women, and people with disabilities.

The board and staff believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion.
