



## **Executive Director**

Our next Executive Director will bring inclusive leadership, strength in strategic communications and thinking, and a commitment to racial and economic justice to the work of Neighborhood Partnerships as we navigate the recovery of our communities from the impacts of a global pandemic. The next stage in Neighborhood Partnerships' evolution will require a leader with the ability to forge new relationships, deepen existing ones, manage and strengthen current programs, and imagine and create new opportunities.

### **Compensation / Hours / Status / Reporting**

\$110,000 to \$120,000 annual salary, depending on experience and skill set

Benefits: Health, vision, and dental insurance; annual 401K contributions; transit pass or parking; paid vacation and paid sick leave; paid holidays

Full time position: 40 hours/week; exempt

Reports to: Board of Directors

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

### **About Neighborhood Partnerships**

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 non-profit 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).

### **Equity**

Neighborhood Partnerships is a mission driven organization committed to equity and inclusion. We are committed to the use of inclusive decision-making practices in all aspects of the organization's work. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Please read our Racial Equity Statement: <https://neighborhoodpartnerships.org/about-2/>.

### **Job functions**

As Executive Director of a small non-profit organization, your duties will vary and include a wide range of responsibilities.

### **Organizational Leadership/ Strategic Vision**

With the board of directors and the staff, you will provide leadership and strategic vision for Neighborhood Partnerships. Neighborhood Partnerships' staff are committed to inclusive decision making in all aspects of our work, and our work is achieved through successful partnership and collaboration with individuals and organizations across the state. Our work will flourish as you create and use opportunities to listen to people in Oregon's low- and moderate-income communities and communities of color, evoke visions for a better future, and help us shape policy and programmatic approaches to address what our communities identify as their needs.

## **Community Connections and Engagement**

You are a convener and connector! You will bring our partners together to explore new ideas, share resources, and build skills through events, including the annual RE:Conference. You will develop opportunities to engage stakeholders in program design, policy design, and advocacy.

## **Advocacy and Program Management**

Our work bridges policy and program. You will lend strength and vision to the advocacy voice of the Housing Alliance and the Oregon IDA Initiative. You will raise up the voices of Oregon consumers with low incomes in the state Legislature and in local communities. You will ensure a focus on achieving equitable outcomes and engaging those directly impacted in policy decisions in our advocacy work. You will facilitate the development of innovative programs in collaboration with staff, board members, partners, and constituents.

## **Board of Directors**

Your work with our board will prioritize building and maintaining a diverse, representative, and engaged board membership, and support leadership development and transitions among board members. You'll engage the Board of Directors to provide guidance and support to Neighborhood Partnerships and strengthen connection and engagement between board and staff.

## **Organizational Management and Planning**

With the Leadership Team and Board of Directors, you'll develop and implement strategic workplans, anticipate environmental shifts, and respond to community needs.

## **Personnel Management**

With the Director of Operations and Finance and support of the Personnel Subcommittee, you'll continue to build equitable hiring and employment practices. You'll deepen organizational stability and vigor by maintaining systems for employee development, support, and retention.

## **Financial Management**

With the Director of Operations and Finance, you will ensure impeccable financial management and regular reporting on Neighborhood Partnerships funds and funds managed for the Oregon IDA Initiative. This will include ensuring timely and accurate reporting on grant funds.

## **Resource Development**

Our powerful work with our many stakeholders across Oregon depends on the support of key funding partners. You will work to develop and maintain relationships with existing and new funding partners. With the Leadership team, you'll ensure ongoing, diversified fundraising to reach and extend Neighborhood Partnerships' programmatic goals.

## **Supervisor Responsibility**

As Executive Director, you'll supervise the members of the Leadership Team: the Policy and Communications Director, Director of Economic Opportunity, and Director of Operations and Finance.

## **Location / Environment / Abilities / Schedule / Travel**

The Executive Director works from our Portland office. This position is both internal and external facing. You'll have extensive contact with board members, grantees, funders, legislators, partner organizations, and program participants. Our organizational culture strives to center work-life balance. This includes flexibility around how you work—some of your work can be done remotely, and your time can be scheduled outside of traditional work hours, if desired.

**Physical abilities:** The position requires physical abilities related to working in a typical office environment, communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. Accommodations may be requested.

**Travel:** This position requires travel approximately 15-20% of the time: (1) in the Portland Metropolitan Area for meetings with partners and supporters; (2) to Salem, Oregon, approximately twice per month outside of legislative sessions and approximately six times per month during legislative sessions; and (3) to out-of-state locations, such as to conferences, typically once or twice a year. The amount of travel could vary depending on organizational priorities and how you shape the job.

## **Skills and Experience Requirements**

### **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

Due to the fiduciary responsibilities of our work in managing grant monies, Neighborhood Partnerships requires a post-offer criminal background check.