



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

Position Overview

Title: Organizational Director

Status: Full-time, Exempt, 40 hours per week

Compensation: \$115,000 - \$123,000 per year

Benefits: Employer-paid health, vision, and dental insurance; life and long-term disability insurance; employer contributions to retirement; generous paid vacation (starting at 2 weeks), sick leave (3 weeks), 9 holidays, and 2 personal choice days; phone, internet, cell phone, and hybrid work stipends. (These are the benefits at the time of this job posting; we anticipate that these benefits will be increased by the start date of this position.)

Supervisory responsibilities: This position supervises the Leadership Council, which is made up of Director of Policy & Advocacy, IDA Data & Evaluation Manager, IDA Program Manager, Operations & Finance Director, and Equity Director; and the Development & Communications Manager. Neighborhood Partnerships is in the process of hiring for some of these positions, which are new.

Union representation: This position supervises union-represented staff but is not represented by the union. The Organizational Director oversees bargaining and contract management.

Work environment: This is primarily a work-from-home position with about 10% time required in the office, which is subject to change. During the legislative session and NP's conference, significant time is required in Salem and at in-person meetings.

Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Vision and Mission Summary](#).

About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; the Oregon Economic Justice Roundtable (OEJR), which convenes a shared table of advocates, nonprofits, and funders to advance action for racial and sustained economic justice; and a biennial, statewide economic and housing justice conference. 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.



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

NP has an operating budget of \$1.8 million, \$20+ million in IDA (Individual Development Account) program funds, 15 staff members (14.75 FTE), and 8 board members.

About this position

The Organizational Director is a collaborative, values-driven leader whose primary responsibility is to convene and support a five-member Leadership Council that shares organizational decision-making and authority. While this role is similar to an executive director role, it is more facilitative than directive and is akin to a shared leadership position.

NP's Leadership Council operates in alignment with NP's vision of equitable and liberating practices. At the time of this position recruitment, the scope of the Leadership Council is forming. This will require the Organizational Director to bring openness, a collaborative spirit, and a willingness to try things in new ways.

The Organizational Director's additional responsibilities are in the areas of organizational culture, labor relations, working with the board of directors, community relationships, fundraising, communications, and strategic visioning and planning, in addition to general organizational support. Because of NP's commitment to transformation, liberation, collaboration, and belonging, the Organizational Director must similarly be committed to and skilled in developing and implementing equitable and inclusive systems, processes, and practices, while approaching day-to-day team needs with a strong sense of organization, effectiveness, and grace.

Responsibilities & Essential Job Functions

Leadership Council Support & Accountability / Facilitation / Organizational Culture / Labor Relations (45%)

- Provides direct supervision to, and timely support and accountability reviews for, Leadership Council staff, and the Development and Communications Manager.
- Convenes, facilitates, and supports Leadership Council meetings and collaborations.
- Works with the Leadership Council and staff to create an organizational culture that embodies the organization's values, promotes diversity and equity and liberation, is welcoming and inclusive to all.
- Upholds the Collective Bargaining Agreement and serve as the main contact for collective bargaining and other union-related matters.
- Facilitates organizational decision-making and follow-through.
- Serves as a role model for cultivating a positive and engaging work environment including promoting open and respectful communication, and being willing to receive and consider any feedback provided.



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

Board of Directors (15%)

- Serves as the primary liaison between board members and Leadership Council and staff members.
- Provides support to board members to enable them to fulfill their responsibilities and successfully govern the organization. Provides data, information, and expertise to support the board in making informed strategic, governance, and policy decisions.
- Works with the board to create an organizational culture that embodies the organization's values, promotes diversity and equity, is welcoming and inclusive to all, and ensures all board members can meaningfully participate in all board meetings and activities.
- Participates in board meetings, executive committee meetings, and in other board committee meetings as requested.
- Partners with the board of directors to recruit and maintain an active and committed group of board members.
- Collaborates with the board of directors to regularly evaluate and revise as necessary the organization's policies.
- Clearly communicates the needs and major accomplishments of the organization to the board both verbally and in written reports and data.

Community Relationships (10%)

- Serves as a lead ambassador for the organization and a champion of its mission, along with all Leadership Council members, communicating about Neighborhood Partnerships and its programs in a way that is compelling.
- Maintains and develops a broad spectrum of individual, private sector, and government relationships at the local, state, and national levels that lead to increased awareness of Neighborhood Partnerships and increased partnerships and resources, improving the organization's reach and impact.
- Supports, creates content for, fundraises for, and leads portions of NP's biennial conference.
- Works collaboratively with key partners and coalitions.
- Speaks publicly to large and small audiences. Works with the Leadership Council to determine who speaks at which events, sharing these opportunities and responsibilities.
- Participates in local, regional, and state committees, councils, advisory boards, and community groups, representing the organization's programs, positions, and constituents.
- Keeps the board, staff, partners, and community members apprised of current legislation and industry developments that affect Neighborhood Partnership's ability to fulfill its mission and raise and allocate essential resources.

Fundraising and Communications (10%)

- In partnership with the Development and Communications Manager, serves as a lead fundraiser.
- Lead NP's culture of philanthropy, integrating staff, volunteers, and board members into fundraising efforts, exploring community-centered fundraising and promoting sustainable funding.
- Build authentic and meaningful relationships with individual donors, business partners, and public and private funding sources, in collaboration with the Development and Communications Manager and board members.



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

Strategic Visioning, Planning, and Implementation (10%)

- Leads collaboration with staff and board members to regularly evaluate and revise as necessary the organization's mission, vision, values, and strategic goals and metrics.
- In conjunction with the board of directors and staff, ensures there is a thoughtful process for ongoing strategic planning.
- Oversees effective and timely implementation, evaluation of strategic goals and metrics, and maintenance of the strategic plan.
- In conjunction with the Leadership Council, ensures that annual work plans are developed and implemented to meet the goals set forth in the strategic plan.

General Organizational Responsibilities (10%)

All staff are required to participate in the following:

- Equity work
 - Support anti-racist work.
 - Support ongoing work to integrate equity perspectives and structures into all aspects of organizational operations, planning, and work. This includes participation in the Equity Team and equity subcommittees on a regular basis.
 - Contribute to the development of and hold yourself and others accountable to the NP equity plan.
 - Engage with the organizational Agreements of NP
 - Stay engaged
 - Speak your truth responsibly
 - Listen to understand
 - Be willing to do things differently and experience discomfort
 - Expect and accept non-closure
 - Confidentiality
- Participate in the planning and operation of NP's RE: Conference.
- Participate in and take turns in needed support roles for staff meetings, all staff retreats, board communication, community building and supporting practices. This may include facilitation, research, writing, reporting, and supporting the building and maintenance of an inclusive workplace environment and culture.
- Support the recruitment, interviewing, hiring, and onboarding of new NP employees.
- Provide feedback for other NP employees through the 360 annual evaluation process
- Help advance the mission of the organization by promoting and advocating for our work when appropriate.



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We do not expect this. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about how your background may qualify you for this role. The ideal candidates will have the following experience and competencies.

Most important qualifications

- Minimum of three years of relevant experience as a senior director in a nonprofit organization or government agency or in a relevant field in the private sector, such as community relations.
- Commitment to advancing housing and economic justice in Oregon.
- Firsthand and/or learned knowledge of systemic oppression and a commitment to actively challenging and dismantling systems of oppression in a strategic manner.
- Ability to work effectively among diverse communities and to cultivate equity and inclusion in every aspect of the organization's work, including coordinating with community partners and working closely and effectively with people from different racial, cultural, and class backgrounds and across generations.
- Strong fiscal management skills, including experience developing and managing budgets in excess of \$500,000.
- Exceptional group facilitation and interpersonal, oral, and written communication skills. Ability to communicate effectively with a broad range of individuals and groups, including presentations to large groups, and to mediate difficult conversations and facilitate inclusive, collaborative decision-making systems.
- Collaborative nature with a high capacity for cultivating positive group dynamics and working effectively in a team setting, as well as the ability to self-motivate and self-direct.
- Experience coaching, counseling, supervising, and evaluating job performance of staff in a timely, constructive, and collaborative manner; and demonstrated experience with rules, regulations, and compliance regarding Human Resources management.
- Ability to lead strategic planning and implementation.
- Excellent time management and organizational skills.
- Skills to navigate complex programs, manage competing priorities, support accountability, and see projects to successful completion.
- Practiced capability to handle confidential information with the utmost attention to detail, privacy, and compliance.
- Deep knowledge of multiple organizational principles and functions including finance, employee professional development, contract management, property and vendor management, and regulatory compliance.



Neighborhood Partnerships

Organizational Director

Job Announcement / Job Description / April 2024

Additional qualifications

- Substantial economic and social justice work experience.
- Experience successfully cultivating individual and corporate donors.
- Experience writing successful grant proposals and effectively managing federal grants.
- Advocacy experience at the local and state levels.
- Experience working effectively with a board of directors.
- Experience with union contract negotiations.
- Knowledge of current and potential partners and community resources.
- Proficiency in Microsoft Office, including SharePoint.

Other information

- Background check: Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- Location: This position is based in Portland. Most staff currently work full-time from home, but NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration. NP provides supplies and resources to accommodate home office needs.
- Residency: This position is required to live in Oregon or Southwest Washington by their start date. Support for relocation costs may be included in an offer for candidates who live out-of-state.
- Travel: This position will include some local and in-state travel. Out-of-state travel possible for conferences and trainings.
- Schedule: This position is based on 40 hours per week. NP offers some flexibility for how those hours are scheduled. This position will occasionally require working overtime, on some occasions in the form of long days or overnight travel, depending on business demands. Staff must have the ability to provide flexibility in this area, provided they are given plenty of advance notice for when these hours will occur.
- Physical abilities: The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and occasionally meeting in various locations throughout the state of Oregon.
- Accommodation: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to the safety or health of self or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Job Announcement / Job Description / April 2024

Application instructions

- Please send a cover letter and chronological resume to our search consultant, Kathleen Holt, at kathleen@holtstrategies.com, by **April 30, 2024**. In your cover letter, please answer these two questions, supplying a one-paragraph answer to each:
 - What does co-leadership look and feel like for you?
 - 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 time frame, please contact Kathleen Holt at kathleen@holtstrategies.com.
- All inquiries will be handled confidentially.
- The position will remain open until filled.
- Not sure if you should apply? Please contact Kathleen with questions: kathleen@holtstrategies.com.

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ 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 cultivate a culture of equity and inclusion.