



Hands On Greater Portland Executive Director Position Description

Description:

Founded in 1996, the Hands On Greater Portland affiliate is recognized by the Atlanta based HandsOn Network as one of the top ten volunteer action centers in the nation. It has been named one of the best nonprofits to work for in Oregon by *Oregon Business Magazine* the past two years. It is also routinely recognized for its efficiency and impact by the business community, and has won the prestigious Bank of America Neighborhood Builder Award in 2010.

Hands On Greater Portland makes more than 25,000 volunteer connections a year in partnership with over 300 nonprofits, schools and community organizations across a four county region. It has grown 75% in the past three years alone in response to the growing needs of the economic downturn. The Portland region now ranks second in the nation for volunteering, in due large part to the success of the Hands On Greater Portland organization.

HOGP is seeking a highly skilled and proactive Executive Director (ED) to build on the growth of the past few years while proactively and creatively leading the organization forward. The ED develops, implements and manages efforts to bring HOGP's story to life, communicating our unique value and how we execute our mission. With a current staff of 9 and a budget of approximately \$700,000, the ED will need to be comfortable operating within a lean environment and being directly involved with both external outreach as well as internal tactical operations.

Organizational Priorities:

- Lead the organization towards financial autonomy and reliability
- Develop a diverse funding model, new revenue streams, and solicit major sources of new funds
- Structure and staff for maximum impact in the community
- Develop multiyear strategic vision and plan
- Improve outreach and partnership with business community
- Retain volunteers and increase volunteer rate
- Build nonprofit capacity through volunteers

Responsibilities:

Leadership and Oversight : Ensure ongoing local programming excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend resources needed to achieve strategic goals.

Network Development and Engagement: Engage staff, board and volunteers in developing and implementing a vision for increasing service impact that builds on existing assets and leadership across the region. Garner feedback from affiliate and strategic partners to improve and expand offerings.

Fundraising : Meet revenue goals for current operating needs and longer-term goals.

Board Relations : Partner with and engage board members and committed volunteers to help fulfill mission.

Partnerships : Build and strengthen strategic alliances on a local scale.

Public Relations and Advocacy : Serve as the face of the organization and galvanize the staff, board members, partners, volunteers, and funders to support the mission and the work. Maintain a positive, visible public image ensuring that HOGP is recognized as a leader in the volunteer engagement field.

Fiscal Management : Partner with board to ensure that adequate financial controls are maintained.

Talent Management/Development : Hire, train, develop, motivate, and inspire staff and volunteers. Manage and establish performance standards and evaluations.

Qualifications and Attributes:

- 7+ years of senior-level experience in network leadership, relationship management and strategic direction. Executive experience for or within a nonprofit is preferred.
- Bachelors' degree required. Advanced degree preferred.
- Ability to manage, influence and inspire a wide variety of stakeholders both internally and externally.
- Fundraising and budget management experience, including the ability to cultivate and attract partners and funders.
- Experience working with boards and volunteer leadership.
- Results and impact-driven.
- Excellent written and verbal communication skills.
- Knowledge of the philanthropic community.
- Team-oriented, proactive, with a hands-on leadership style.
- Flexible with an ability to juggle numerous priorities in a dynamic environment.
- Passionate about service.
- Experience representing an organization with multiple constituents.

Salary will be competitive and commensurate with experience. Excellent benefits.

This search is being conducted by WVDO.

Send cover letter and resume, referring "Executive Director Position" in the subject line to: jobs@handsonportland.org.

All applications will be held in confidence.

Application deadline: June 22, 2012

Hands On Greater Portland is an equal opportunity employer.