



Job Announcement

Title: Executive Director
Status: Regular, Full-time, exempt position
Salary range: \$60,000 - \$65,000 annually DOE, plus benefits

The Oregon Opportunity Network is a statewide membership organization that supports our members through advocacy, communications, and best practices in community development as they work to improve the lives of all Oregonians.

Key programs include:

- Policy Advocacy—Statewide and Portland based advocacy programs focus on improving the community development and affordable housing industry through policy analysis, research, coalition building, education, and advocacy.
- Communications—Newsletters, action alerts, public forums, information and referral, issue framing and messaging, events, and other communications strategies keep industry partners, decision makers, and the community at large well informed about the value of community development and affordable housing.
- Industry Support—Best Practices and Peer-to-Peer work groups, plus other training and TA activities, keep the industry staff and partner organizations operating at peak performance. The work groups also serve as think tanks that provide industry wide system change recommendations.

THE POSITION

Oregon ON is seeking a proven leader with the partnership building, community outreach, fundraising, supervision, and financial oversight skills to continue maximizing the merger in 2008 of AOCDO and CDN into an increasingly powerful voice for community development and affordable housing in Portland and across the State. The successful next Director of Oregon ON will:

- Continue the process of solidifying Oregon ON as a single entity, helping to refine and articulate our strengths and goals while honoring diverse organizational cultures.

- Build membership and community relationships that increase the organization's ability to improve the future of the community development and affordable housing field.
- Lead a team of staff in delivering statewide organizational programs and initiatives effectively and efficiently.
- Assure the organization is financially stable through sustainable resource development and effective financial management.
- Build an organizational culture that increasingly supports the voices of rural communities, people of color, and other under-represented groups.
- Assure that the organization is well funded through grant writing, membership dues, events, and other fundraising strategies.
- Staff the Oregon Opportunity Network Board of Directors, Executive Committee, Diversity Committee, and other ad hoc committees as needed.
- Provide oversight for all program implementation.
- Manage and support staff in policy, industry support, fundraising, office management, and other program work.
- Effectively staff and help maximize the effectiveness of the State Policy Council and the Portland Policy Council.
- Travel throughout Oregon, including some night and weekend work.

Critical Skills and Experience:

- Knowledge of and passion for issues around community development and affordable housing, and for continually working to improve the quality of life for all Oregonians.
- Ability to work effectively with a strong board of industry experts.
- Ability to listen well, draw out people's interests and concerns, communicate and build strong relationships with diverse stakeholders.
- Appreciation of the differences and commonalities between urban and rural Oregon.
- Ability to advocate for advancing the interests of our members and the industry.
- Strong written and oral communication skills, ease in public speaking, enthusiasm and excitement to publicly represent the Network.
- Ability to work effectively with under-represented communities.
- Organizational assessment and the management of strategic planning processes.
- Familiarity with organizational change, and the impacts on people (board, staff, members, stakeholders) of transitions and change.
- Building teams and leading/supporting staff.

Application Packet Must Include:

Complete chronological resume

Names of 4 references

A cover letter with answers to the following questions:

- Why are you interested in working as the Executive Director for Oregon ON?
- How well do your skills and background meet the job description needs?
- How would you approach the challenges of working as the ED for this organization?
- How did you hear about this position?
- What are your salary requirements?

To apply, submit the above information to: bh@tacs.org with “OON” in the title by Friday, March 15th at 5:00pm. Or by mail to: TACS, 1001 SE Water St, Suite 490, Portland, OR 97214. Attn: Bob Hazen, OON.

For further information visit our website at www.oregonon.org

Oregon Opportunity Network is an equal opportunity employer.

This job description is intended as a guide 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.