



Job Description: Executive Director

Summary

The Oregon Black Pioneers (OBP) seeks a dynamic leader to serve as part-time Executive Director to help this growing organization fulfill its mission. This is a Temporary Term Limited Employee position (2 years) with the possibility of extension.

OBP is an all-volunteer nonprofit organization based in Salem, Oregon. It was founded in 1993 and incorporated in 1994 to conduct research and educate Oregonians about African Americans' contributions to Oregon history. The OBP Board of Directors is currently a working board and has taken on traditional staff responsibilities, supported by other volunteers. After 25 years, OBP's operation as an all-volunteer organization is no longer sustainable. We are looking for a leader with the unique combination of skills and experiences to implement a newly created strategic plan, deepen existing collaborative relationships, and help realize the vision and direction set forth by the OBP Board.

This successful candidate will provide leadership, direction, and coordination with the OBP Board of Directors as it transitions from a working board to a policy and governance board. The successful candidate must have a passion for sharing, interpreting, and educating others about Oregon's African American history. Working closely with the OBP Board of Directors, the Executive Director will primarily be responsible for increasing the organization's capacity to continue our great work. The Executive Director will report to the Board President of OBP.

Primary Job Functions

Strategic Leadership

- Work with the full OBP Board to review, update, and implement the organization's strategic plan.
- Serve as the primary spokesperson for OBP, representing the values and mission of the organization to the public. Establish and maintain collaborative working relationships with the media, local and national partners, community, and clients.
- Represent OBP to the larger cultural sector, which will include attending an appropriate selection of stakeholder meetings, convenings, and conferences.

Administrative

- Serve as the primary administrator of OBP. This includes working with the Executive Committee to prepare, implement, and monitor the annual budget.
- Manage day-to-day operations of OBP's office, which will include staff and volunteer supervision. Maintain organization records, execute contracts and commitments approved by the OBP Board, and be available to stakeholders for regular and consistent communication.
- Assist and coordinate the work of the Fund Development Committee to create and maintain a robust fundraising program. This includes identifying and obtaining financial support for operations and programs from a wide variety of public, corporate, and individual revenue sources.
- Work with the Board of Directors and/or contractors to develop a communication and marketing strategy, including creating a social media presence, developing the website, and developing marketing collateral.
- Plan and coordinate all OBP Board meetings, committee meetings, annual meetings, and other organizational meetings. This includes setting meeting times/dates/locations, preparing agendas, budgets, and other necessary meeting materials, and preparing and disseminating meeting minutes in a timely fashion.
- Prepare and deliver a Director's Report at each Board of Directors meeting, providing an update on relevant activities and developments of the OBP.
- Maintain organization records, execute contracts, and commitments approved by the OBP Board. Implement, manage and evaluate the organization's processes and procedures, in accordance with our by-laws, policies, and other relevant documents.
- Perform basic administrative duties, such as opening and distributing mail and working with the bookkeeper to pay and track expenses.

Fund Development

- Plan and implement the Annual Gala and Fundraiser and other special projects as needed.
- Work closely with our grant-writing consultant to develop and implement funding strategies.

Qualifications

Required Education and Experience

- A bachelor's degree in history, museum studies, education, nonprofit management, or a related field is the minimum education requirement. Preference will be given to applicants with 4–5 years of experience with nonprofit organizations or cultural or heritage institutions or an equivalent combination of training and experience.
- A strong knowledge of African American history and cultures. Strong preference will be given to applicants with specific content knowledge of the arts, culture, and history of African Americans in Oregon.
- Demonstrated experience in fundraising, development, and grant writing.
- A valid driver's license is required.

Desired Knowledge, Skills & Abilities

- Strong project management skills.
- Strong interpersonal skills, including the ability to communicate with a high degree of professionalism, both orally and in writing.
- General knowledge of QuickBooks.
- Ability to perform a variety of detailed clerical and administrative duties in accordance with established office best practices.
- Ability to organize tasks, set priorities, meet assigned goals, and handle simultaneous assignments and demands.
- Ability to interact with internal and external stakeholders, including culturally diverse populations.
- Ability to provide excellent customer service and maintain confidentiality.
- Knowledge of and ability to use computer applications including word processing, spreadsheet, and database software, including Word, Excel, and Outlook.
- Ability to operate a variety of standard office machines and equipment, such as a computer, internet connection, fax machine, printer, and photocopier.
- An understanding of cultural competency and a commitment to social equity.

Additional Information

- The work location for this position will be primarily in Salem, Oregon, with some telecommuting.
- This is a Temporary Term Limited Employee position (2 years) with the possibility of extension.
- This position works a 20-hour work week, generally Monday through Friday. Evening and/or weekend hours are required at times.

- This position will require travel, approximately 10% of working time. Travel throughout Oregon will be necessary, but the majority of travel will be in the mid-Willamette Valley and Portland metropolitan area.
- This position reports directly to OBP's Board President.
- This position will be unbenefited.
- Pay range is \$40,000—\$50,000 annually, depending on experience.

To Apply:

- Send cover letter and resume to Kimberly Moreland at kim@oregonblackpioneers.org.
- Deadline for submission is March 6, 2020, 5:00 pm PST (not a postmark deadline—all submissions must be submitted via email).