



for those who cannot afford free speech

**Job Description:
Executive Director**

HOURS / STATUS: Full Time (40 hours/week) / Exempt
REPORTS TO: Board of Directors

Mission

Street Roots creates income opportunities for people experiencing homelessness and poverty by producing a newspaper and other media that are catalysts for individual and social change.

Position Summary

In partnership with the board of directors, the executive director (ED) leads the organization in effectively fulfilling the organization's mission, inspiring staff, board members, vendors, volunteers, funders, and partners to contribute to Street Root's success. The ED oversees all aspects of the organization's management and works in partnership with the executive editor, who oversees the newspaper*; leads a high-functioning and close-knit staff team; provides direct supervision to three staff members and occasionally interns; communicates regularly with vendors; and actively cultivates Street Roots' unique organizational culture. The ED serves as the organization's primary public policy advocate and organizational spokesperson through Street Roots' newspaper and social media, outside media, legislative activities, political gatherings, and community events. Additionally, the ED focuses on fundraising, financial management, and strategic planning.

***Special Note**

In order to maintain the journalistic integrity of the newspaper, the **executive editor** also reports to the board of directors (not to the ED) and oversees the reporting, editorial, and newspaper design staff.

Essential Duties and Responsibilities

Community Relations / Partnership Development / Advocacy

- Serves as the lead ambassador for the organization and a champion for social justice in the Portland Metropolitan Area, communicating about homelessness and poverty, Street Roots, and its programs in a way that is compelling and in compliance with Street Roots' values, policies, procedures, strategic goals, and current messaging.
- Serves as the primary media contact and spokesperson for Street Roots and can readily speak in an informed way about issues related to homelessness and poverty.
- Maintains and develops a broad spectrum of individual, private sector, and government relationships at the local and state levels that lead to increased awareness of Street Roots and increased partnerships and resources, improving Street Roots' reach, quality and volume of services, funding, and efficiency.
- Works collaboratively with key partners and coalitions, such as the Welcome Home Coalition.
- Speaks publicly to large and small audiences in a compelling way.
- Participates in local, regional, and state committees, councils, advisory boards, and community groups, representing Street Roots programs, positions, and constituents.
- Keeps the board, staff, and key stakeholders apprised of current legislation and industry developments that affect Street Roots' ability to fulfill its mission and raise and allocate essential resources.

Fundraising and Communications

- Serves as the organization's lead fundraiser.
- Cultivates relationships with key individual donors and business partners, in collaboration with the development director and board members.
- Oversees the development and implementation of annual and long-term fundraising plans to increase resources and grow the organization.
- Develops and maintains relationships with public and private funding sources to position the organization well for successfully receiving funding.
- Ensures the development and implementation of an annual communications plan that reinforces the organization's fundraising, program delivery, and advocacy efforts.

Financial and Administrative Management

- Provides leadership to ensure the financial sustainability of the organization.
- Works with the bookkeeper on a weekly basis to monitor cash flow and payments.
- In partnership with the operations director and the development director, leads the strategic development of a diversified funding base that supports organizational priorities.
- Ensures the organization produces sound budgets and sends timely financial statements to the board of directors.
- Works closely with the finance committee, executive committee, and board of directors to monitor the organization's financial health; provides strategic financial direction.
- Reviews banking activity monthly.
- Reviews grant compliance in a timely way.

- Monitors the organization's compliance with all applicable federal, state, and local rules and regulations governing the operation of nonprofit agencies and the use of government funding.
- Ensures there are clear, up-to-date crisis management policies and procedures in place and that the appropriate people are trained to comply.
- Supervises the operations director who oversees office management and other administrative functions.

Staff Leadership / Equity and Inclusion / Organizational Culture

- Provides direct supervision to, and timely performance reviews for, staff supervised by the ED.
- Ensures all staff members have timely performance reviews, maximizing staff morale and productivity and creating opportunities for employee development, advancement, and growth.
- Works with staff to create an organizational culture that embodies the organization's values, promotes diversity and equity, is welcoming and inclusive to all, and ensures the organization provides culturally appropriate services.
- Serves as a role model for how to create a positive and engaging work environment.

Board of Directors

- 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 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 board committee meetings as requested.
- Works 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.

Strategic Planning and Implementation

- Collaborates with the board of directors to regularly evaluate and revise as necessary the organization's mission, vision, and values.
- In conjunction with the board of directors and staff, leads the development, implementation, evaluation, and maintenance of a strategic plan.
- In conjunction with staff, ensures that annual work plans are developed and implemented to meet the goals set forth in the strategic plan.

Vendor Program Management

- Supervises the Vendor Program Director, who supervises three staff and more than 150 vendors experiencing homelessness and poverty. Occasionally steps in for and works directly with vendors via the front desk. Supports the vendor team in conflict resolution.
- Ensures the provision of quality, mission-driven, results-oriented programming that supports the vendor community and maximizes resources.
- Meets regularly with vendors to stay abreast of issues faced by vendors and people who are homeless and low-income, and to keep communication strong between staff and vendors.
- Promotes and supports the delivery of culturally appropriate services to vendors.

Newspaper

- Works closely with the executive editor and with the Street Roots editorial team to support various functions of newspaper.
- Provides regular content (e.g., weekly column) for the newspaper.

Other Responsibilities

- Creates, maintains, and complies with the organization's policies and procedures and ensures all employees do so, as well.
- Fulfills other duties as assigned by the board of directors.

Education, Experience, Knowledge, Skills, and Core Competencies

Required

- Minimum of five 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.
- Firsthand and/or learned knowledge of systemic oppression and an internal commitment to actively challenging and dismantling systems of oppression in a strategic manner.
- Ability to work effectively in a multi-cultural, diverse environment – including people experiencing homelessness and poverty and people of all races, ethnicities, documentation status, income-levels, ages, sexual orientations and physical abilities – and to cultivate equity and inclusion in every aspect of the organization's work.
- Strong fiscal management skills, including experience in developing and managing budgets in excess of \$500,000.
- Keen relationship and partnership building skills.
- Exceptional verbal and written communication skills. Ability to communicate effectively with a broad range of individuals and groups.
- Ability to coach, counsel, supervise, and evaluate job performance of assigned staff in a timely, constructive, and collaborative manner.
- Excellent time management and organizational skills.
- Ability to implement strategic plans.
- General understanding of employment laws, rules, and regulations.
- Ability to maintain professional boundaries and confidentiality.

Preferred

- BA or BS in Social Services, Education, Psychology, Management, Communications, or related field or equivalent experience.
- Anti-poverty and social justice work experience.
- Advocacy experience at the local and state levels.
- Experience successfully cultivating individual and corporate donors.
- Experience working effectively with a board of directors.
- Knowledge of Portland history and politics and current and potential partners and community resources, as well as a strong set of local relationships and networks.
- Successful experience working with people using a “harm reduction” approach.
- Well-versed in current events, particularly those related to housing, the environment, and social justice.

Core Competencies Required / The ability to...

- Create a diverse and inclusive environment where all people feel welcomed.
- Involve people meaningfully and efficiently in planning and decision making processes.
- Think creatively and serve as a thought leader.
- Identify people’s strengths and create new opportunities for them to learn and contribute.
- Lead teams of people through change in a positive, forward-looking way.
- Solve problems in a constructive, opportunistic way.
- Facilitate difficult conversations that result in improved situations.
- Speak publicly to large and small audiences in a compelling way.
- Create partnerships and collaborations – internally and externally.
- Understand the nuances of nonprofit management; lead organizational development.
- Understand nonprofit accounting; analyze financial statements.
- Ask people to donate money, goods, and time.
- Embrace technology.
- Manage crisis with urgency and poise.

Other Requirements

To protect the integrity of the organization, there will be a criminal background check for candidates who advance to the final stages of the recruitment process. Findings will be discussed with candidates confidentially and will not necessarily eliminate candidates from receiving an offer.

Work Environment

- Setting: Small office environment and regularly other environments such as for meetings and events in the community.
- Schedule: Varied; regular early morning, evening, and weekend work.
- Travel: Regular travel within the Portland Metropolitan Area (several meetings each week); and to Salem, Oregon (approximately once per month during legislative sessions). Occasional travel outside the state (approximately once per year).