

Executive Director Job Description

Reports to: Board Chair and Board of Directors

Salary: \$130,000-140,000 annually

Benefits: 100% Employer paid insurance for employee (medical dental, vision), Disability, Retirement, PTO (see benefits for full detail)

Hours: Full-time, Exempt, 40 hours, Monday – Friday with occasional weekend or evening events.

Location: Portland, OR. (*Travel requirements for this position entail weekly commuting to appointments across Portland, with quarterly travel expected throughout Oregon & Washington.*)

About Us:

ALS Northwest is committed to enhancing the quality of life of people living with ALS through the many free programs we offer to individuals and families affected by ALS. Our programs are designed to meet these essential care needs as well as the emotional needs of those in our community and caregivers. We provide services across Oregon, SW Washington and advocacy for people with ALS across the Pacific Northwest. ALS Northwest strives to provide a supportive community and valuable resources to empower individuals living with ALS to lead fulfilling lives until the day a cure is found.

Our Vision: An end to ALS.

Our Mission: To provide comprehensive support and advocacy for people with ALS and their families, while advancing research for new treatments and an end to ALS.

About You:

You are an experienced and dedicated leader that has worked in organizations supporting individuals and families dealing with life-altering and/or terminal diagnoses like ALS. You recognize how challenging the medical and treatment process can be for families, and you are passionate about helping others navigate these issues. The importance of building strong communities, supportive networks, and partnerships is something you value and see as critical in carrying out the mission of the organization.

You understand the power of a clear vision, strategic and fundraising plan to provide the necessary resources to sustain our work and meet our goals. You get energized from making an impact, running a growing nonprofit, engaging in advocacy, and implementing effective policies and systems that enable your team to thrive. As you lead your team in the work, you enjoy developing and supporting your team to be successful while ensuring the prioritization of programs and tasks that provide a solid direction when work seems to get overwhelming. You root for your team to achieve their dreams and goals through active mentorship and professional development by creating a supportive environment, understanding the importance of your team, and valuing their growth.

Position Summary

Reporting to the Board of Directors, the Executive Director will develop, grow, and enhance the organization by working with the Board to provide strategic leadership and direction to fulfill ALS Northwest's objectives and ensure the organization's financial viability and growth. This position plays a key role in helping to build the Board and identifying prospects that can add critical skills and philanthropic capacity as appropriate.

The Executive Director will focus on increasing the visibility and awareness of ALS Northwest and ensure that the organization continues to remain at the forefront in the field, funding cutting-edge research, advancing comprehensive care services and community engagement activities, and pursuing public policy

priorities that benefit the ALS community. A vital priority will be for the Executive Director to work with ALS Northwest constituents and supporters to identify and secure financial resources, both public and private, to achieve these goals. Leading a team of dynamic staff of 17 members the Executive Director will directly supervise 3 staff: 2 Development Directors and a Senior Director of Mission & Operations.

Key Duties and Responsibilities

Organizational Leadership & Operations

- Cultivate organizational culture to lead, mentor, and develop staff in Portland ensuring optimal performance, professional development, and evaluation processes.
- Oversee the organization's day-to-day and establish objectives, develop strategies, and manage operations to ensure ongoing proper delivery of programs, staffing, and financial security.
- Ensure effective metrics are adequately tracking and telling the ALS story to staff, board, and donors/grantors.
- Responsible for overseeing human resource policies while fostering a positive, collaborative and inclusive work environment that aligns with the organization's values and mission to cultivate and retain a talented workforce.

Board Governance

- Develop & implement a strategic plan and ensure its alignment with ALS Northwest's mission.
- Engage the Board and its committees, staff, and key funders in identifying opportunities to assess and build upon the current strengths of ALS Northwest in response to current and emerging needs.
- Work with the Board of Directors to keep members informed about issues and objectives in order to enable them to effectively form opinions, provide strategic counsel, and make meaningful contributions to the organization.
- Identify and help recruit additional Board members whose talents and commitment are consistent with the needs, mission, and future of the organization.

Fiscal & Fundraising Management

- Hold responsibility for the overall fiscal health of the organization, in conjunction with the board of directors, while overseeing day-to-day and long-range financial and ensure maximization of resources.
- Develop yearly budget with staff and recommend for Board approval and manage the organization's resources ensuring alignment with strategic goals and financial sustainability.
- Serve as a front-line solicitor in carrying and expanding a portfolio of individual and major donors, partners, and foundation relationships to meet our budgeted long-term stewardship goals
- Expand ALS Northwest's revenue generation and fundraising activities to support existing program operations through strategic alliances and innovative business development/program expansion opportunities, including venture philanthropy.
- Work collaboratively with the Board and staff to plan and execute innovative strategies and tactics for increasing financial support from individual, foundation, and corporate sources.

Advocacy, Community Relations, & Partnerships

- Serve as the main spokesperson for ALS Northwest, advocating donors, volunteers, researchers, the medical community, government health institutions, legislators, the media and other collaborators to advance and increase the mission of ALS Northwest.
- Deepen and establish new relationships with the community, elected officials, political partners, funders (both locally and nationally, and reporters).
- Build an effective advocacy network and participate in public policy efforts at both state and national levels.
- Become familiar and stay up to date with ongoing and emerging issues and advances about ALS.

Qualifications:

- College degree required or the equivalent in education and work experience.
- 7+ years of progressive management experience with exposure to non-profit entities.
- 5+ years successful management of financial oversight, budgeting, planning and meeting specific financial targets with budgets over \$1,000,000.
- Experience working with and in communities navigating healthcare, life altering and/or terminal diagnoses.
- Proven track record in revenue growth with an emphasis in major gifts and demonstrated knowledge of special events.
- Track record of effectively working with boards and staff to lead an outcomes-based organization.
- Familiarity and/or experience in developing, maintaining and maximizing relationships with a broad and diverse group of constituents including advocacy at the state/federal level.
- Experience leading strategic planning and implementation that enables sustainable maturation and growth of the organization.

Additional Desired Skills & Abilities

- Experience in state/federal, political advocacy, coalition and alliance building.
- Familiarity and/or experience with quality programs and data-driven program evaluation.
- Advanced degree in mental health/healthcare/business/social work and/or other similar fields.

Working Conditions

- May require occasional night and weekend work.
- Must have access to reliable car and willingness to use car for work travel. If using your own car, maintain current insurance.
- Occasional statewide and national travel.
- Must be willing to travel via air travel and by car.
- Frequent and repetitive manual dexterity is needed for using a cellphone, tablet, and computer keyboard.

Benefits:

- Individual health (platinum level), dental, vision benefits.
- Short-term and Long-term Disability
- 403B retirement with 6% match
- 10 paid holidays and generous PTO package
- Flexible hybrid work environment

How to Apply:

Nonprofit Professionals Now is proud to support ALS Northwest in filling this key leadership position. Applications must include a resume and a statement of interest highlighting your experience.

Application deadline: Thursday, November 13, 2024

Apply at: <https://bit.ly/ALSNorthwestED>

ALS Northwest is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.