

OREGON POTTERS ASSOCIATION (OPA)

Executive Director Halftime Job Description Summary of Role *The role of Executive Director is in the service to the Board and membership of the Oregon Potters Association and works closely with the Executive Board. This administrative role includes focusing, amplifying and streamlining programs, activities and daily operations for the Oregon Potters Association. THE ED is responsible for: managing communications; Public Relations; running the daily nuts and bolts of OPA; overseeing committee work; acting as liaison between volunteers on various committees; ensuring the budget is sound and balanced; growing income for OPA and cultivating a diverse and vital Board of Directors. Currently a virtual position, in time there will be a return to working within an office setting.*

General Responsibilities and Organizational Leadership

- The ED develops and administers OPA's organizational strategy and accompanying budget.
 - The ED identifies opportunities to include additional roles as the organization scales up.
 - The ED works with the Board of Directors facilitating Board meetings, planning for Board succession, and identifying gaps to ensure the Board is an accurate representation of both the organization and the communities it serves.
 - The ED oversees the coordination of an annual board retreat with a focus on board development, organizational visioning, equity and program mapping.
 - The ED establishes employment and administrative policies and procedures for functions and for OPA's day-to-day operations.
 - The ED reviews and approves contract services.
 - Other duties as assigned by the OPA Board.
-
- **Program Strategy and Oversight** •
 - The Board and Executive Director will work autonomously and in collaboration and with the leadership team to include committee and program chairs amongst others, to evolve and streamline communications, organizational processes, structures and culture, to accommodate the organization's objectives.

- The ED reports about operations, budget, project updates and any areas of concern at Board meetings.
- The board of directors will review the ED's work informally after four months, and formally at the end of the first year and if performance is satisfactory, twice annually thereafter.

Fundraising

- The ED sets and meets OPA's fundraising targets in close coordination with Development directors, to be approved by the board.
- The ED will collect, organize and digitize existing institutional records to implement a successful system to secure private and public funds through grant writing. They will work in close collaboration with Development Directors to write applications for grant funding.

Community Relations and Communication

- The ED will create and implement a plan to expand and engage diverse communities and partners through personal contact, social media accounts, events and traditional media outreach.
- The ED oversees and implements a plan for updating and maintaining the organization's website.
- They will act as The Oregon Potters Association main point of contact for all publicity and develop public relations to increase public recognition.
- The ED coordinates, engages and amplifies diverse voices in the community and within the organization.
- The ED creates systems for gathering feedback about organizational intent and impact.
- The ED annually audits the organizations Diversity, Equity and Inclusion practices to identify areas of growth and improvement.

Requirements

- Oregon Potters Association Member, no less than 2 years preferably
- Experience managing programs and projects
- Experience in grant writing
- Strong writing and communication skills
- Organizational Leadership experience

- Google Suite (Docs, Sheets, Slides) proficiency
- Website Host Editing Experience and proficiency

Applicants: *Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the position, and that candidate may be one who comes from a less traditional background. The Oregon Potters Association will consider any equivalent combination of knowledge, skills, education and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*

Compensation

- Pay: Annual salary of \$30,000 as a half time employee. After the first year of employment, with board approval, the ED will generate their own full time salary via grant writing. As the role and organization expands, there is potential for growth in both compensation and benefits.

Schedule

- Half-time, 20 hours per week, with the opportunity to expand the role to a full-time position as the organization grows. Attendance will be required at Board meetings and frequent attendance at night and weekend meetings for events and community outreach.

Travel

- Travel will be necessary for community outreach and partnership building in Oregon. Employee must provide their own transportation, with mileage reimbursement for locations external to Portland on a case by case basis.

APPLICATION INSTRUCTIONS

Submissions are due by 5PM, October 15, 2021

- Submit your cover letter and resume to Samuel Newman, President of the Board of OPA: president@oregonpotters.org