

The Arc Portland Metro

Position Description

The Arc Portland Metro is seeking a collaborative, values led and driven leader to be its next Executive Director

The Opportunity

The interim Executive Director has been with The Arc Portland Metro for 27 years and has continued in this position to support the organization's stability and to support the onboarding of the new Executive Director. As the Executive Director for The Arc Portland Metro, you will work with a small, but robust team of passionate employees and volunteers. You will also have support from the Executive Director's Council to connect and collaborate with other Executive Directors of local Arc Chapters throughout Oregon. The Arc PDX Metro is a well-established, financially sound, and highly effective organization.

Position Details

Position: Executive Director	Department: Administration	Reports to: Board of Directors
Full-time: Exempt	Pay Range: \$70,000-\$80,000 DOE	Effective Date: 1/1/2023

General Position Summary

Our team is looking for a new Executive Director for The Arc Portland Metro, which is a private, nonprofit, member-based organization that supports people with intellectual and/or developmental disabilities and their families. The Executive Director collaborates with the Board of Directors to support the vision, mission, goals and leads with values to set the strategic direction of The Arc PDX. The Executive Director's role is to support the long-term viability of The Arc PDX by supporting current programs, fostering growth, and strengthening relationships with other chapters of The Arc throughout Oregon and beyond.

Essential Duties and Responsibilities

- **Organization Support and Leadership**
 - Ensure that agency philosophy, vision and mission statements are practiced throughout the organization
 - Implement the policies of the Board of Directors, including policy development and recommendations. Maintain and strengthen on-going relationships in public relations and communications, specifically through the local media; initiate and maintain contact and network throughout all segments of the community
 - Provide effective support to the Board of Directors, including the development of materials and processes for Board recruitment, orientation, and development
 - Act as a liaison between the Board and external regulatory and funding agencies
 - Represents The Arc Portland Metro and the needs of the disability community at business functions, community events, industry training and events, and networking opportunities

Promotes and advocates for The Arc Portland Metro to the professional, philanthropic, and general community

- Provides strategic direction for and general management of The Arc Portland Metro including oversight of legal, fiscal, and human resources functions
- Implements strategies to assess and meet the needs of the disability community, identifies evolving needs, and evaluates progress and quality
- Works closely with national, state, and local organizations and related agencies to advocate on behalf of individuals with developmental disabilities and their families
Participate actively in advocacy activities including legislative information and monitoring current developments in the field

- **Management Responsibilities**

- Oversees a budget of \$400,000. Approves and monitors all financial and accounting activities, including the completion of an annual audit. Presents and distributes accurate and timely financial reports to the Board of Directors. In cooperation with the Board Treasurer and Accountants, prepares an annual budget to guide the sustainable growth of the organization
- Manage, supervise, and evaluate a team of people who carry out the program activities and responsibilities of all programs and projects to foster development, retention, and growth of all employees of the agency
- Creates, directs, and implements development strategies to solidify and expand the organization's revenue and funding base in conjunction with the Board of Directors and Development staff
- Works closely with the board and team of employees to develop effective hiring, training, and compensation plans to retain talented staff members. Ensure competent and adequate staffing, training, and personnel supervision and evaluation
- Leads and mentors staff members, engaging and empowering them to be successful in their roles and support professional development. Ensure compliance of all personnel activities with agency personnel policies as established by the Board
- Develops and implements a comprehensive marketing and communications strategy to raise The Arc Portland Metro's visibility in the community, contributing to the organizational goal of continuously attracting new volunteers, donors, and supporters
- Create and maintain program control and quality through continuing analysis evaluation of programs and businesses, including effective information and communication system of program information to the Board and staff
- Oversee all operations, fundraising activities, including grants, proposals, special events and any capital fund drive
- Prepare applications for government grants and contracts and assure completion and submission of reports due to external agencies on a timely basis
- Negotiate and ensure compliance with contractual agreements for assuring the agency meets all the applicable federal, state, and local standards/requirements
- Oversee acquisition and maintenance of all agency facilities and equipment
- Ensure compliance of all personnel activities with agency personnel policies as established by the Board

Desired Skills and Abilities

- Confident and passionate to pursue and support the organization's mission: The Arc Portland Metro provides advocacy, support, and services to children and adults with intellectual and developmental disabilities and their families
[The Arc Portland Metro \(thearcpx.org\)](http://thearcpx.org)
- Demonstrated success in a leadership role in a nonprofit organization of similar or larger size. This can be shown through current nonprofit leadership experience, nonprofit volunteer experience, or board experience
- Experience developing and implementing a multi-year, organization-wide strategic plan to enhance and expand nonprofit community services
- At least 5 years of professional experience including management experience in disability services, behavioral or mental health services, human services, education, or a related field
- Additional 3 years of progressive experience in nonprofit management to include planning, budgeting, supervising, program development, fundraising, donor cultivation, public relations, and volunteer development
- A minimum educational achievement of a bachelor's degree, with an advanced degree in a field of study relevant to serving the IDD community preferred
- Knowledge of a broad range of disabilities across the lifespan and demonstrated experience with services to individuals with intellectual and developmental disabilities and their families
- Proven success in fundraising, as well as experience generating alternative revenue sources.
- Demonstrated success in hiring, mentoring, developing, leading, and retaining staff
- Strong interpersonal skills including diplomacy, persuasion, oral and written communication, public speaking, consensus building, and decision-making
- Excellent written and oral communication skills
- Knowledge of governmental, nonprofit, funding, and educational organizations in the Portland metropolitan region
- Past success working with a Board of Directors and cultivating board member relationships

Benefits

- Medical and Dental
- Retirement (Employer Match)
- Vacation, Sick, Holidays
- Employee Discounts

Job Conditions

- Ability to work in a variety of settings within and outside The Arc Portland Metro
- This position is in Portland, Oregon with the option of hybrid/remote work.

Physical Requirements

Functions include, but are not limited to:

- Move about the office and out of office to various indoor and outdoor locations
- Remaining in a stationary position for extended periods
- Must occasionally lift and/or move up to 10lbs and push or pull up to 5lbs.

The Arc Portland Metro is an equal opportunity employer.

At The Arc Portland Metro, we are committed to treating all applicants and employees fairly based on their knowledge, skills, experience, and achievements without regard to race, religion, national origin, sex, age, disability, veteran status, sexual orientation, or gender identity.