

Interim Executive Director

Reports To: The Northeast Community Center Board of Directors

Salary: \$70-\$80/hr.

Part Time: 25-32 hours, in-person/occasional work from home TBD at time of hiring, located in Portland OR

About the Northeast Community Center

The Northeast Community Center (NECC) is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC's mission is to build and support a thriving and resilient intergenerational community in NE Portland. Guided by our values, the NECC provides physical space and community-responsive programs that promote well-being, foster relationships, empower individuals, and center equity.

The NECC is committed to building a diverse and inclusive staff that represents the neighborhoods we serve. We value the life experiences of BIPOC, LGBTQIA2S+, and all other individuals and communities who face systemic oppression and have experienced barriers to participation.

Guided by a strategic plan that prioritizes equity and community-responsive programming, the NECC has been rebuilding after COVID with renewed focus on its role in providing inclusive, equitable, and relevant programming that supports individual wellness and creates a healthy and resilient community.

Job Overview

The Interim Executive Director will be responsible for providing effective leadership and strategic guidance to ensure the smooth operation of the organization during this transitional period. The top three priorities of the Interim position are:

1. Financial Management

- Collaborate with the Board Treasurer and the contracted bookkeeper to oversee and manage the organization's finances. This includes but is not limited to: budget creation, review and analysis of monthly financial statements, 990 review and approval, streamlining of financial policies and procedures, establishing shared cost allocation, establish foundations for resource development and fundraising strategies, ensuring transparency, accuracy, and alignment with GAAP standards.
- Collaborate with Board and Leadership staff to evaluate the financial health of the organization, developing short-term strategies to streamline operations and increase revenue.
- Initiate and implement short-term earned revenue and fundraising strategies, including hiring and working collaboratively with a Development Manager on creating a long term earned revenue and fundraising strategy.

2. Staff & Board Support

- Oversee the operational, human resources and administrative functions of the center.
- Act as liaison between Board and staff, representing and communicating staff challenges and actively working with Board to prioritize and solve issues.

- Provide mentorship, guidance, and support to 7 direct reports, fostering a positive and productive work environment, and supporting the delivery of existing programs and membership expectations.
- Assess and address any organizational gaps in staffing, resources, or skills, working to build capacity to achieve organizational goals effectively.
- Collaborate with the Board and the staff communications team to successfully implement a short-term transition communications strategy, maintaining effective communication with stakeholders to minimize disruption during the transition period.
- Support board recruitment efforts and provide guidance to current members, ensuring harmonious coordination between staff and board.

3. Change Management

- In collaboration with staff and board, evaluate the organization's current position and develop a short-term plan to ensure organizational stability during the transition phase.
- Perform an organizational evaluation to identify the required role and responsibilities for a permanent executive director, aiming to support leadership staff and establish organizational stability.
- Align mission, vision and, values with the day-to-day programmatic work and the foundational organization of the community center.
- Evaluate any management, leadership or staff training that may be needed, and implement approved training.
- Identify the essential qualities required in permanent leadership and recommend potential adjustments to the role that ensure alignment with the organization's evolving needs and objectives.
- Creation of a permanent Executive Director work plan that will be approved by the board.
- Work closely with the Board to facilitate a smooth transition of leadership, providing guidance on the selection process for the permanent executive director and facilitate onboarding process for a successful transition to new leadership.

Who You Are

- Someone who is able to quickly assess situations, identify problems, and hit the ground running.
- A strong listener with exceptional communication skills, capable of conveying ideas clearly and fostering understanding among diverse stakeholders.
- Strategic thinker with experience in change management, able to approach complex problems with a critical and analytical mindset.
- Proficient in recognizing challenges and identifying opportunities for organizational growth and improvement.
- Adaptable in various situations, remaining flexible and responsive to changing demands.
- Confident decision-maker who navigates uncertainties with poise while considering multiple factors to make informed choices.
- Enjoys collaborative problem-solving, one-on-one coaching, and strategic thinking. Finds fulfillment in tackling challenges and guiding others toward achieving long-term objectives.
- Highly organized and purpose-driven, adept at managing multiple commitments concurrently while maintaining efficiency and focus.

- Someone with a deep understanding of, commitment to, and demonstrated experience centering anti-racism, social justice, and racial equity in organizational and/or community environments.

Required Skills & Experience

- A minimum of seven years' experience working in a leadership role in the nonprofit sector, including working effectively with a volunteer board and managing a high performing staff.
- Strong fiscal management experience, including budgeting, financial analysis, and resource development. High level understanding of Non-Profit Financial Management best practices and GAAP standards.
- Demonstrated strategic planning
- Organizational analysis experience
- Experience and demonstrated commitment to community building
- Experience identifying and eliminating barriers faced by community members experiencing oppression of various identities.
- A history of building and sustaining fruitful relationships with individuals and organizations to achieve common goals.
- Bachelor's degree or equivalent combination of education and experience.

Position Details

- \$70-\$80/hr.
- Part-time (25-32 hours/week), flexible work hours, and occasional work from home opportunities.
- Limited duration position (6 months-12 months)
- The Interim Executive Director will be required to attend monthly board meetings. These meetings are held on the 4th Monday of each month from 6:00pm-8:00pm.
- 100% of the staff at the NECC have received the COVID-19 vaccine. Proof of COVID-19 vaccination status or approved medical or religious exception on file is required
- Ability to work in-person in shared office space in the midst of a busy and active center. Unfortunately, our building is not currently ADA accessible
- If selected, candidates will need to submit to a background check. Prior involvement with the criminal justice system will not necessarily disqualify a candidate.

To Apply

Thank you for considering joining NECC in our mission to create a thriving, inclusive center for community resilience and wellbeing.

- Please submit resume and cover letter through indeed or via email to Board@neccpdx.org

Timeline: Open until filled