

Executive Director

Reports To: The Northeast Community Center Board of Directors

Salary: \$95,000-\$110,000/annually

FLSA Status: Full-time Exempt – In-person

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. We have been rebuilding after COVID with renewed focus on providing inclusive, equitable, and relevant programming that supports individual wellness and creates a healthy and resilient community.

Job Overview

The Executive Director will oversee all aspects of our organization's functions including operations, human resources and administrative processes, providing strategic guidance and direction to achieve our mission and goals. The ideal candidate will possess strong leadership skills, a proven track record in fundraising and nonprofit management, and a passion for driving positive change in our community. The top priorities of the Executive Director position are:

Financial and Resource Management

- Create and maintain organizational budget. Work with staff to analyze monthly performance and make needed adjustments to revenue and expenses to meet financial goals.
- In conjunction with the contracted bookkeeper, oversee and manage the organization's finances. This includes but is not limited to: review and analysis of monthly financial statements, 990 review and approval, streamlining of financial policies and procedures, ensuring transparency, accuracy, and alignment with GAAP standards.
- Work with Treasurer and bookkeeper to manage organizational cashflow.
- Collaborate with Board of Directors and Leadership staff to evaluate the financial health of the organization, developing short and long-term strategies to streamline operations and increase revenue.
- 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 communications strategy, maintaining effective communication with stakeholders.

- Support board recruitment efforts and provide guidance to current members, ensuring harmonious coordination between staff and board.
- Act as liaison between Board of Directors and staff, representing and communicating staff challenges and actively working with Board to prioritize and solve issues.
- Ensure that annual staff evaluations are conducted and that pay equity is reviewed on a regular basis.
- Manage the physical assets of the organization, including capital replacement schedule, building maintenance projects and large equipment ordering.
- Ensure that Risk Management Assessment priorities are accomplished.
- Comply with all Federal, State and City requirements and mandates that may affect the organization.
- Staff Liaison to active committees.

Fundraising and Community Development

- Resource Mobilization: Lead efforts to diversify and secure funding sources, including grants, donations, and partnerships, to support the organization's growth and sustainability in a changing funding environment.
- Develop annual giving plan including short and long-term organizational goals through various giving campaigns/channels, including capital and special events.
- Ensure fundraising messages are clear, compelling and are donor centric.
- Cultivate key donor relationships and engage leadership and board members in fundraising efforts.
- Oversee marketing for the organization, creating an annual plan for membership drives, program promotion and special events that contribute to revenue.
- Strategic Planning: Collaboratively develop a dynamic and adaptable strategic vision that enables NECC to effectively respond to the changing landscape and priorities of the community.

Who You Are

- Someone who can 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, fundraising, grant writing, 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 The Executive Director will be required to attend monthly board meetings. These meetings are typically 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 may be required.
- Ability to work in-person in office space amid 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.

Position Benefits

- Medical and Vision - Employer paid 80%. Dental available.
- Nine (9) employer paid holidays (includes two floating holidays).
- Three weeks paid vacation (prorated based on start date) awarded at the beginning of the year and eligible for use after 90 days of employment.
- 40 hours paid sick leave awarded at the beginning of the year and eligible for use after 90 days, subject to any organizational changes.
- Family membership to center.

To Apply

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