

Store to Door Seeks Executive Director

Apply by Sept. 27, 2019 (See p. 2 for details)

Our mission is to support independent living for Portland area seniors and people with disabilities by providing an affordable, personal, volunteer-based grocery shopping and delivery service.



The Opportunity

Store to Door, an innovative nonprofit organization in Portland, Oregon, is seeking its next Executive Director. The ideal candidate will have a passion for helping people, experience leading organizational growth, skill in fundraising, tech savvy, and a demonstrated commitment to diversity, equity and inclusion.

Founded in 1989, Store to Door is a well-run organization with a proven track record in the community. Last year, Store to Door's delivery and friendly visitation service reached 682 clients with the support of 1,588 volunteers. All clients are homebound, 90% live alone, 86% are considered low-income, and 80% are women.

The incoming Executive Director will be a relationship builder who leads the organization in engaging and serving our increasingly diverse community. The Executive Director will also lead the development of additional infrastructure including expanded facilities and increased utilization of technology to support operations.

With an annual budget of over \$1.2M, Store to Door is governed by an engaged and strategic Board of Directors that works in partnership with the Executive Director. The incoming Executive Director will lead a four-person management team, a passionate and mission-focused staff of 20 (including many part timers), and a network of long-standing, dedicated volunteers.

Store to Door was recognized with Rotary of Portland's Ethics in Business Award in 2019 and was voted one of Oregon's best nonprofit employers by the Oregon Business magazine for the last three years.

Priorities for the Executive Director

- **Lead organizational development and smart growth:** Develop partnerships and lead strategic development in support of Store to Door's mission and vision of "a community where all seniors and people with disabilities are nourished, included, and can age with dignity in the setting of their own choice." Strengthen internal systems, maintain excellence in financial management, expand facilities, and deploy technology to help the organization gain efficiencies and extend our reach.
- **Support the team:** Lead and support the management team. Ensure professional development opportunities for staff and support an organizational culture rooted in our values of nourishment, connection and dignity.
- **Champion diversity, equity and inclusion (DEI):** Deepen Store to Door's journey to operationalize equity and inclusion across the organization. Grow our reach to serve more racial and ethnic populations in the metropolitan area.
- **Fundraising:** Nurture existing relationships with funders (foundations, partners, and individual donors) while also working to develop additional resources in partnership with the Board and Development Director.

Executive Director Profile:

Required Experience, Knowledge and Education

- **Leadership and Management:** Five years of progressively responsible nonprofit leadership experience including success in strategic planning, fundraising, financial and organizational management, partnership development, and working with a nonprofit board and staff. Knowledge of nonprofit and industry trends.
- **Communications and Relationship Building:** Excellent verbal, written, public speaking and interpersonal communication skills – including listening. Proven ability to build trust and establish/maintain productive relationships with staff, board members, donors, volunteers and community partners.
- **Diversity, Equity and Inclusion:** Cultural self-awareness and demonstrated ability to address issues of diversity, equity and inclusion within organizational culture, practices, policies and programs. Ability to communicate effectively across cultural differences with staff, donors, partners and volunteers.
- **Service Orientation:** Passion for serving older adults and persons with disabilities.
- **Tech Savvy:** Advanced computer skills including proficiency in database management; ability to learn new software. Knowledgeable about how technology can be used to enhance operations (e.g., donor management, volunteer scheduling, etc.).
- **Bachelor's Degree** or equivalent experience.

Preferred Experience and Knowledge

- Knowledge of local philanthropic and nonprofit community (Portland, Oregon)
- Experience working with older adults and/or persons with disabilities

Other Requirements:

- Access to transportation
- Non-standard hours to attend evening meetings and community events

Compensation

Salary range is \$85,000 to \$95,000, depending on experience, plus competitive benefits

How to Apply

Submit the following by **Sept. 27, 2019**:

- 1) A cover letter that reflects how your experience qualifies you to become the Executive Director of Store to Door, and
- 2) A complete chronological resume.

Send via email as a PDF to Store to Door's Executive Search Consultant, Paula Manley:

S2Dsearch@paulamanley.com / **Subject line: Store to Door Executive Search**

All inquiries will be handled confidentially. Please use this email to request an accommodation.

To learn more about Store to Door and see a complete job description:

www.storetodooroforegon.org/