



POSITION DESCRIPTION

JOB TITLE: Executive Director
REPORTS TO: Board of Directors
STATUS: Exempt, Fulltime
LOCATION: Portland, Oregon

Position Summary:

The Executive Director is the most visible representative of the organization and personifies the mission, vision and values of Store to Door. Reporting to the board of directors, the Executive Director provides leadership to the organization, and is responsible for overall management, planning, accountability, and administration to assure high quality services.

Essential Functions:

- Work with the Board of Directors to review and strengthen the organization's performance including:
 - Develop, implement and refine the strategic plan, including establishing annual goals, objectives, strategies and budgets
 - Identify, cultivate, orient, and enlist new board members, leveraging their strengths
 - Ensure safe and legal operation of the organization
 - Ensure a timely and well documented budget preparation and approval process
 - Provide timely reports to enable effective board oversight
- Ensure excellence in services and operations, including appropriate use of technology
- Lead and support the management team including hiring, training, development, mentorship, supervision and evaluation. The team includes: Development Director, Volunteer Program Manager, Program Manager and Office Manager. With the management team:
 - Nurture a team-oriented organizational culture that is inclusive, joyful, collaborative and accountable.
 - Ensure that staff hiring, training, development, supervision and evaluation are conducted in accordance with established policy and procedures and industry best practices
 - Ensure an appropriate compensation system and oversee benefits administration
 - Encourage staff engagement, accountability and professional growth
- In partnership with the Development Director and Board, develop and execute strategies that ensure sustainable and diverse funding including:
 - Identify, cultivate and solicit existing and potential donors
 - Pursue foundation and government grants and ensure appropriate reporting
- Serve as the face of the organization with strong ties to the community, representing Store to Door at fundraising events and networking opportunities



- Engage community partners, policy makers, advocacy groups and civic organizations in collaborative initiatives in support of constituent needs and the mission and vision of Store to Door
- Ensure adequate facilities
- Work with Office Manager to establish appropriate systems for operations and financial management
- Work with Program and Volunteer Managers to ensure work plans and outcomes are set, evaluated, and adjusted as needed based on established strategic plan goals
- Negotiate and assure compliance with contractual agreements
- Other duties as assigned

Working Conditions/Physical Demands

Fast paced, with significant people interaction. Some lifting up to 25 lbs. Some reaching, bending, stooping, and sitting for extended periods of time. Dexterity of hands and fingers required for operation of phone, keyboard and mouse. Travel throughout Portland Metro area required. Must pass criminal background check.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by this position; it is not a comprehensive inventory of all duties and responsibilities. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

Employee Signature

Date