



Executive Director, Oregon Walks

About Oregon Walks

Founded in 1991, Oregon Walks creates safer streets and plays a pivotal role in Oregon's transportation future for all by promoting walking and vibrant communities through advocacy and outreach with a deep commitment to equity.

Our Mission: Oregon Walks is a 501 (c)(3) non-profit membership organization dedicated to promoting walking and making the conditions for walking in Oregon safe, convenient, and attractive for everyone.

For further information visit our website at: oregonwalks.org

The Opportunity

Oregon Walks is seeking a leader with a passion for pedestrian rights and a fierce commitment to equity to serve as our next Executive Director. The Executive Director will be responsible for strategic direction for the organization's staff, and will serve as our lead ambassador and strategist, ensuring ongoing organizational stability and success.

Key Areas of Responsibility

Organizational leadership

- Serve as Oregon Walks' lead ambassador and as a champion for pedestrian issues in Portland and statewide;
- Develop organizational priorities and agendas;
- Work closely with staff, volunteers, and partners to achieve advocacy and program outcomes;
- Work with board and staff to create and sustain an organizational culture that is welcoming and inclusive;
- Model accountability, collaboration, professionalism, a positive attitude, and transparency.

Operations, management, and administration

- Supervise and support staff, the board of directors, and (when necessary) volunteers and interns;
- Create opportunities for continued professional development, advancement, and growth for staff;
- Monitor compliance with all applicable federal, state, and local rules and regulations;
- Collaborate with the board of directors to regularly evaluate and revise the strategic plan as necessary;
- Work with the board to recruit and maintain active and committed members;
- Lead board meetings.

Communications and partnerships

- Work collaboratively and productively with a wide range of partners and coalitions;
- Participate in local, regional, and state committees, councils, advisory boards, and community groups;
- Imbue our advocacy and partnership work with social justice principles and practices that underline the intersectional nature of transportation policy (e.g. racial equity, enforcement bias, income inequity, etc.);
- Demonstrate strong interpersonal and public speaking skills;
- Ensure clarity and consistency in messaging and organizational positions.

Finances and fundraising

- Manage an annual budget of \$227,289;
- Monitor cash flow, banking, and expenses with support from operations staff and board treasurer;
- Work with fundraising staff and/or consultants to develop fundraising strategy to expand revenue;
- Oversee the development and implementation of annual and long-term budgets and fundraising goals.

Experience and Qualifications

The successful candidate will hold passion and commitment for our mission, know how to lead a small, highly collaborative team, demonstrate strong communication skills, and have the experience and ability to smoothly manage the day-to-day operations of a small nonprofit. They will have community-building and financial experience to support the expansion of Oregon Walks' work, and a policy eye for advancing the organization's advocacy goals and priorities that help create a safer and more livable Oregon for all. Specifically, we are looking for candidates with:

- 3-5 years of relevant experience in a leadership position;
- A proven track record of successfully developing and leading organizational strategy or programs that move people toward a shared vision and drive organizational goals;
- Competency in Diversity, Equity & Inclusion principles and practice;
- The ability to work effectively in a collaborative and diverse environment, and to cultivate equity and inclusion in every aspect of the organization's work;
- Strong fiscal management acumen and skills, including experience in developing and managing budgets;
- Highly developed oral and written communication skills and the ability to communicate our mission and vision in highly compelling ways to motivate action across a broad range of individuals, allies, funders and the public;
- Experience working directly with a board of directors;
- Ability to effectively coach, counsel, supervise, and evaluate job performance of staff;
- Ability to develop, implement, and sustain projects and ideas that advance the priority work of the organization;
- A love for walking and dedication to pedestrian safety.

Additional preferred knowledge, experience, and qualities:

- Bachelor's or graduate level degree in Public Policy, Nonprofit Management, Urban Planning, Communications, or related field or equivalent experience;
- Experience with racial and social justice work;
- Fundraising experience, including individual and business donor cultivation, grant writing, and events;
- Competency with advocacy at the local and state levels;
- Knowledge of Portland and Oregon politics and current and potential partners and community resources, as well as a strong set of local relationships and networks;
- Well-versed in current events, particularly those related to transportation, the environment, and social justice;
- Proficiency in a language other than English and/or experience in more than one cultural context.

Compensation and Benefits

This is a full time, exempt position based in Portland, with a starting salary of \$50,000-\$60,000. Oregon Walks offers excellent benefits including: flexible work environment; health insurance; generous paid vacation & paid sick leave.

How to Apply

The application process will be open until a qualified candidate is hired. Submit a current resume, including dates of employment, plus a 1-2 page cover letter that addresses why you're compelled by this work and how your experience fits the criteria, as a single PDF document to: jobs@oregonwalks.org with the subject line "Executive Director".

Applications will be reviewed on a rolling basis, with interviews beginning August 1, 2018.

*Women, people of color, members of LGBTQ+ communities, and people with disabilities strongly encouraged to apply.
If you need any accommodations to participate in the application process, please let us know.*

Oregon Walks Respects Civil Rights - Oregon Walks does not and shall not discriminate on the basis of race, color, creed, religion, sex, age, national origin, gender identity or expression, sexual orientation, citizenship, veteran status, marital status, sensory disabilities, physical disabilities, mental disabilities, and all other identities protected by state and federal law.