

Oregon Voice Executive Director

Job Description

The mission of Oregon Voice is to provide year round shared services, information and resources to state-based 501(c)(3) groups in order to foster economies of scale, rigorous evaluation, collaborative multi-issue policy work, and to engage socially responsible and historically underrepresented communities in our democratic process -- in and out of election cycles.

Job title: Executive Director

Reports to: Oregon Voice Governing Committee

Job Summary: The Executive Director is responsible for overseeing and implementing the vision of *Oregon Voice*. This includes significant fundraising, program development and strategic planning. The Executive Director is currently the sole staff person for *Oregon Voice*.

Primary Duties and Responsibilities:

1. *Fundraising and fiscal management (50%)*
Major donor fund development, establish donor table giving program, secure foundation grants, secure support from national funders and institutions including State Voices, tracking and reporting.
2. *Develop, implement and oversee collaborative civic engagement projects and services (35%)*
Work with table organizations to prioritize, develop, execute and analyze collaborative civic engagement projects and services.
3. *Develop and coordinate trainings, skill sharing and best practices to improve progressive civic engagement work in Oregon (15%)*
Coordinate Oregon Voices table. Outreach to bring in more participation. Convene and facilitate regular meetings and trainings. Seek and develop opportunities to improve civic engagement work.

Job Qualifications:

- 10+ years of organizing and fundraising experience.
- Experience raising and managing a budget of \$250,000 or more.
- Experience building alliances and coalitions that deliver results.
- Previous experience building alliances across race, commitment to building a multi-racial team; commitment to organization's mission.
- Training and leadership development experience. Ability to work with leaders and organizations to improve and enhance organizing techniques and skills.
- Experience managing social, racial or economic justice campaigns, civic engagement projects, voter registration efforts and educational programs.
- Knowledge of distinctions between 501c3, 501c4 and PAC organizations.
- Familiarity with Oregon nonprofit and social justice organizations and political landscape.

Salary & Benefits: Competitive salary and benefits, commensurate with experience.

To Apply: Send resume, cover letter, salary requirement and names of three references to OregonVoice2009@gmail.com. Position will be open until filled. Applicants are encouraged to apply as soon as possible. Interviews will be scheduled starting August 31.

Oregon Voice is an equal opportunity employer. We encourage and seek applications from women, people of color and members the LGBT community.