

Subject: Southwest Neighborhoods, Inc. (SWNI) Executive Director Job Description	Effective Date: <b>May 23, 2012</b>
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Revision Authors: Marianne Fitzgerald, Carolyn Raz, Leanne Hartman, Janet Hawkins	Revision Date: May 9, 2012
Approved by SWNI Board (date): May 23, 2012	Page(s):

**Executive Director  
Job Description**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing staff assistance to a Board of Directors, seventeen neighborhood associations, and three business associations in Southwest Portland.

**General Description:**

The Executive Director is responsible for:

- Overall management of the SWNI office including the assignments and monitoring of staff workloads; supervision and evaluation of all employees;
- Implementation of policy decisions of the Board of Directors, the annual action plan and the financial management plan including development and management of the annual budget.
- Maintaining a two-way flow of communication among participating citizens, neighborhood groups and city agencies.

The Executive Director is responsible to the Board of Directors in general and the Board President specifically. The Executive Director serves at the pleasure of the Board of Directors. This is a full time position offering annual leave, sick leave, retirement and optional health insurance benefits.

**Responsibilities:**

**1. Administration (30%):**

- a. Provide organizational assistance to the SWNI Board of Directors, standing committees and operational committees.
- b. Provide staff and organizational assistance to neighborhood associations, business associations, and other non-profit groups in SWNI.
- c. Attends Board meetings; provides technical assistance and information as necessary.
- d. Prepares monthly staff reports to the Board.
- e. Has primary responsibility for compliance with SWNI bylaws, policies

and procedures, including the Financial Management Policy, Fiscal Sponsorship Policy, and Fiscal Administrative Services Policy, Document Management Policy, and Personnel Policy.

- f. Ensures that citizen participation and public safety goals of the member associations have sufficient resources to be accomplished.
- g. Administers the budget, supervises preparation of the reimbursement requests for the City and other fiscal reports as necessary.
- h. Ensures compliance with state and federal requirements for nonprofit corporations.
- i. Coordinates the office and staff to be accountable and receptive to the public.
- j. Assists volunteers in preparation of grant forms and researches outside funding options.
- k. Reviews all SWNI/neighborhood association bylaws, articles of incorporation and permanent records.
- l. Maintains a working relationship with the Office of Neighborhood Involvement (ONI).
- m. Establishes a close, strong, mutually beneficial working relationship with heads of city bureaus and their staff, and acts as a communication link with citizens of SWNI.

## **2. Program Development (30%):**

- a. Fosters and promotes new ideas to encourage citizen activism.
- b. Researches support information (findings) for the board and standing committees. Is informed on critical issues, resolutions, and action items. When appropriate, ensures action items are followed-up in a timely manner.
- c. Orients new Board members, neighborhood officers, and interested parties in neighborhood history; SWNI structure and staff services; neighborhood officers and board member responsibilities; good meeting practices; and SWNI programs (land use, transportation, parks, schools, and public safety).
- d. Monitors the production and editing of the monthly SWNI newsletter.
- e. Assists the neighborhood association and coalition in developing and implementing action plans.
- f. Serves as the main contact person in the SWNI office for the City of Portland Office of Neighborhood Involvement and the Police Bureau regarding public safety issues.
- g. Fulfills other duties as assigned.

## **3. Personnel Management (25%):**

- a. Supervising staff to ensure the organization accomplishes its goals.
- b. Hiring staff by employing a thorough and systematic process in consultation with the Board of Directors.

- c. Has primary responsibility for distribution of workload and monitoring timelines for completion of work; sets work priorities for staff; provides annual evaluation of performance.
- d. Supervising staff, providing direction, mentoring, coaching, and taking corrective action as needed to create a positive working environment.
- e. Conducting staff evaluations and holding staff accountable to the goals, objectives, and timelines established in work plans.
- f. Applying the organization's personnel policies consistently and fairly.
- g. Facilitating good office communications, including face-to-face staff meetings on a regular basis;

**4. SWNI Public Event Coordination (15%):**

- a. Supervise staff and volunteers that are coordinating informational meetings, forums, workshops, candidate fairs, etc., as may be directed from time to time by the Board of Directors.
- b. Work with SWNI Executive Committee to develop program agendas and meeting time schedules and make available to the public in a timely manner.
- c. Oversee the development of press releases for the media and serve as spokesperson when appropriate.

**Skills/Qualifications:**

1. Skill in community organizing to solve neighborhood-based problems.
2. Skill in knowledge of personnel and fiscal management.
3. Skill in establishing and maintaining effective working relationships with staff, public and private agencies, neighborhood groups and the general public.
4. Skill in recruiting and encouraging volunteers and in assigning and directing the work effort.
5. Knowledge of community resources and the neighborhoods served.
6. Skill in effective oral and written communications.
7. Skill in project development and implementation.
8. Skill in presenting clear explanations of City policies and procedures, and SWNI bylaws, policies and procedures.
9. Knowledge of government programs and private nonprofit social programs that affect the citizens of SW Portland.
10. Knowledge of completing grant application forms and reporting requirements.
11. Knowledge of bookkeeping, accounting and financial management practices to supervise staff and professional services.
12. Ability to use computer resources, including word processing, spreadsheets, accounting, desktop publishing, and database management, to accomplish the job requirements.
13. Ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions.