



Executive Director Job Description/ Call for Applicants

May 6, 2022

Organization Overview

Westside Economic Alliance (WEA) is a unique private and public sector nonprofit organization on the westside of the Portland metropolitan region. For more than 20 years, it has been striving to bring economic vitality to the region by engaging both the private and public sectors on key economic issues. The aim is a unified voice that brings creative and collaborative solutions that are able to influence policy at the local, regional, and state level.

About the role

Do you like to build relationships with other key leaders, with a primary focus on advancing a region's economy? Are you good at leading and facilitating group discussions, resulting in a consensus? Are you creative and able to identify project leaders to address committees or event audiences? Do you see yourself managing a cohesive team and inspiring an organization to be the best it can be? Are you able to grow and maintain memberships? Are you budget conscious and unafraid of asking for sponsorships or partnerships? If so, please consider applying to be Westside Economic Alliance's next executive director.

WEA is seeking a thoughtful, experienced, and collaborative leader, who can bring other key leaders to the table to engage on policies affecting the economic vitality of the region. Reporting directly to the Board of Directors Executive Committee, the next WEA Executive Director will manage and empower the organization in its important role of influence in the development of this growing region. This person will also provide a business perspective in public forums and facilitate cooperation between the private and public sectors. They will also provide information sharing and networking opportunities for WEA membership.

This is a full-time, exempt salaried position. The work is self-paced, and the level of direct supervision is limited. The salary range is \$85,000 - \$105,000, but the Board is amenable to supplemental income opportunities.

Primary Responsibilities

- Provide visionary and strategic leadership for the organization's members, committees, and staff by managing the strategic direction of the organization and implementing the policies set forth by the Board of Directors in advocating for a strong regional economy.
- Perform major functions including administrative and fiscal management; committee and program administration; governmental affairs; member recruitment and retention; communications; event planning; program development and implementation; and community relations.
- Nurture a visible presence in the community, serving as the organization's primary spokesperson in front of legislators, local elected officials, policy makers, business and community organizations.



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Key Responsibilities

Advocacy & Communications

- Work with economic development agencies and business organizations at the local, regional, and state level.
- Build relationships with elected public officials and governmental agencies at the local, regional, and state level to influence issues and advocate positions on behalf of Alliance members.
- Oversee development and implementation of a membership development plan that provides maximum level of retention and achieves new member growth.
- Represent the Alliance, its goals, achievements, and policy positions through interaction with the membership, government agencies, the business community, the general public, and the media.
- Maintain a high degree of knowledge regarding local, regional, and state public policy issues.

Board & Committee Administration

- Oversee development, implementation, and marketing of Alliance activities, programs, and events.
- Recommend policies for consideration by the Board of Directors; implements approved policies.
- Manage the administration of the Board and facilitate committees, task forces, and special committees of the organization, including providing timely correspondence and records.

Corporate Management

- Provide effective budgetary management for the organization, including revenue growth and expense control; develop an annual budget; authorize all expenditures; coordinate development of financial resources and revenue producing projects; in coordination with the Treasurer, keep the Board of Directors apprised of the Alliance's financial status.
- Manage staff and office administration. Has overall responsibility for all personnel, including recruiting, hiring, firing, evaluations, counseling, and record keeping. Establishes policies and procedures with approval from the Board.
- Management of personnel operations; monitor workload and establish priorities.

Required Credentials and Experience

- Five or more years of experience in economic development, government affairs, public relations, or communications.
- A bachelor's degree or an additional four years of relevant experience.
- Valid driver's license.



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Preferred Qualifications

- A graduate degree in a field applicable to economic development or nonprofit management.
- Substantive familiarity with economic development policies and strategies in the state and region, including but not limited to land supply/Urban Growth Boundary, zoning & entitlements, workforce, infrastructure funding mechanisms, taxes & incentives.
- Ability to present and write effectively and persuasively.
- Ability to work independently and make independent judgments
- Management experience.
- Strong customer service (member) orientation with association management a plus.
- Project and event planning experience.
- Effective listening skills, tact, and diplomacy.
- Able to handle multiple tasks and deadlines with competing/changing priorities.
- Familiarity with current public issues and government processes and procedures.
- Successful fundraising skills.
- Effective interpersonal skills.
- Ability to build teams and coalitions.

How to Apply

To apply to be WEA's next executive director, please send a letter of interest, a resume, and two references to execdirapps@westsidealliance.org

Timeline

May 27 – Application Deadline (may be extended depending on initial response)

Week of June 6 – Applications will be reviewed

Weeks of June 13 & 20 – Anticipating interviews to be conducted

WEA reserves the right to forego interviews and instead enter directly into negotiations with a preferred candidate: it also reserves the right to reject all applications and re-issue the job announcement.

WEA is an equal opportunity employer and welcomes applications from all candidates, including those from historically under-represented communities.

<https://westsidealliance.org/>