POSITION ANNOUNCEMENT

Director of Public Policy

This is your opportunity to help strengthen nonprofits throughout Oregon!

Status: Regular, full-time, exempt.
Closing Date: Position open until filled. Candidates are encouraged to apply early.
Location: Remote work arrangement possible for people living in Oregon with some required travel, particularly between Portland and Salem.

Do you care about the work of nonprofits and the impact they have on the challenges facing our communities?

▪ Are you skilled at organizing or training coalitions of nonprofits to engage in the public policy process at local, state, or national level?
▪ Are you experienced in the legislative process and possess a passion for building a unified voice matters affecting all nonprofits?
▪ Are you energized by being part of an agile team that innovates, creates, and collaborates to bring forward big solutions?

Then NAO is looking for you and you might be the ideal candidate to become Nonprofit Association of Oregon’s Director of Public Policy!

The Director of Public Policy works with the Executive Director to lead four key components of NAO’s work: Public Policy Planning and Development, Network Development, Public Policy Education and Public Policy Communications. We believe that respect and support for the nonprofit community among elected officials, opinion leaders, and the general public in Oregon is critical to a thriving civil society. We work to build the capacity of the nonprofit sector in Oregon to monitor and take action on public policies that affect the sector as a whole. In addition to engaging in legislative and electoral activities, we believe that promoting the good works of nonprofits through outreach to the media and opinion leaders is also an important advocacy function. The Director works with the Executive Director and relevant public policy stakeholders, including the NAO Board, to articulate and implement NAO’s Public Policy agenda. The Director will ensure that NAO is viewed as a primary source, disseminator, and conduit of nonprofit public policy information within our diverse network. This position is the driving force behind NAO’s Public Policy work ensuring that the “voice” of the nonprofit sector is heard by policy makers and considered in lawmaking, regulations changes and public funding considerations.

As a vital member of NAO staff and community, the Director of Public Policy supports NAO’s organizational mission, “To strengthen the collective voice, leadership, and capacity of
nonprofits to enrich the lives of all Oregonians,” and seeks to uphold and demonstrate in their actions NAO’s Theory of Change, commitment to equity and inclusion, and core values.

To see a full job description and summary of responsibilities, click here.
Details on how to apply below.

Qualifications
This position requires insight, creativity, energy, and attention to detail. An ideal candidate is someone who can look at the big picture, identify opportunities, develop and implement plans, and connect with a variety of stakeholders for successful achievement of NAO’s Public Policy agenda and goals.

- Minimum of seven to ten years of relevant experience.
- Commitment to NAO’s mission, vision, equity values and belief in the value of nonprofits.
- Ability to relate to and work with people at all levels of an organization and from diverse backgrounds with excellent communication skills and cultural competence.
- Forward-thinking, and creative individual with high ethical standards.
- Strategic thinker with analytical ability, and good judgment.
- Ability to balance “big picture” strategy and “hands-on” operating detail.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Proficiency in Office Suite (Word, Excel, PowerPoint, and Outlook) is required. Experience with membership databases, Civi CRM, Constant Contact preferred.
- Ability to travel within state.

Terms of Employment & Compensation: Starting annual salary is $80,000. We offer a generous benefits package that includes: health, dental, paid vacation and personal leave time, and participation in a 403(b)-retirement plan. This is a regular, full-time, exempt position. This position is based out of Portland and Salem. NAO staff is currently working remotely with the hope to return to office work in the future.

How to Apply: Please submit a cover letter describing your interest and skills for this position and include a detailed resume that speaks to the responsibilities and qualifications. Please submit your materials by email to jobs@nonprofitoregon.org. NAO will review applications on a rolling basis. Candidates are encouraged to apply early. The position is open until filled. After submitting your application, you will receive an acknowledgment email and an invitation to complete an anonymous four-question survey to help us track and analyze our ability to attract a diverse pool of candidates.

NAO is an equal opportunity employer and is committed to hiring staff that represent the communities we serve. Racial, ethnic, and religious minorities, LGBTQIA+ people, people with disabilities, and veterans are encouraged to apply.

Please visit our website www.NonprofitOregon.org to learn more about the Nonprofit Association of Oregon and our programs and services