



Executive Director, Assistance League Salem-Keizer

Overview:

The Executive Director is responsible for the overall leadership and management of Assistance League Salem-Keizer, managing all aspects of the organization's operations including program development, fundraising, volunteer recruitment and management, community outreach, and financial sustainability, while ensuring alignment with the Assistance League's mission and values.

Reporting directly to the Governance Board, this role requires an experienced leader with a proven track record in non-profit management, strong and inclusive communication skills, and a passionate commitment to serving the mission of Assistance League Salem-Keizer.

Key Responsibilities:

- **Strategic Leadership:**
 - Develop and implement a comprehensive long-term plan in collaboration with the Governance Board, aligning with the local community needs. Set annual organizational goals and measurable metrics to ensure milestones are met. And translate the goals into clear priorities and work plans.
 - Oversee the organization's overall direction, ensuring effective program delivery and continuous improvement.
 - Monitor and evaluate programs and initiatives, making necessary adjustments in collaboration with the Governance Board to optimize impact, meet community needs and donor expectations.
- **Board Governance and Partnership:**
 - Support and advise the board in fulfilling its fiduciary duties of care, loyalty and obedience under Oregon Law.
 - Provide timely, accurate reporting of finances, programs, opportunities and challenges to the board for effective decision-making.
 - Implement board decisions and policies, ensuring they are communicated across the organization.
 - Maintain clear boundaries between the Governance Board and Management (Executive Director and Committee Chairs).

- **Fundraising and Development:**
 - Support all fundraising efforts including identifying and cultivating potential donors, managing grant applications, and planning major fundraising events.
 - Build and maintain strong relationships with key stakeholders, including corporate partners, foundations, and individual donors.
 - Develop and implement a comprehensive donor engagement strategy and high-quality donor stewardship to maximize retention and increase giving levels.
 - Create and implement annual development plan.

- **Operations and Program Oversight:**
 - Develop, organize, and oversee the day-to-day operations of the organization, including management of programs, retail stores, volunteers, policies and procedures and technology systems.
 - Ensure that all programs are effectively planned, executed and evaluated to meet Assistance League of Salem-Keizer's community needs.
 - Ensure compliance with all applicable regulations and legal requirements related to non-profit operations.
 - Manage facilities and properties of the organization ensuring safety regulations and city ordinance requirements are met.
 - Coordinate with Secretary to produce and maintain official correspondence and records of the organization. Prepare and present Governance board and membership agendas, reports and minutes.

- **Financial Management:**
 - Coordinate with Treasurer, donor management, contracted bookkeepers, and accountants to meet the financial and regular reporting needs of the organization. Oversee cash flow, sign checks, and monitor investment accounts.
 - Ensure sound financial management practices in budget development and administration, resource allocation, and financial reporting included the annual IRS 990 and Oregon CT-12 reports. Monitor financial performance against budget and identify areas for cost reduction.
 - Ensure appropriate financial policies and procedures, internal controls and risk-management practices are in place to protect the organization.

- **Legal, Compliance and Risk Management:**
 - Ensure ongoing compliance with federal and Oregon non-profit laws and reporting requirements.
 - Maintain insurance coverage and manage incident response.
 - Oversee adoption and enforcement of key policies (conflict of interest, document retention, privacy, whistleblower, etc.).

- Ensure contracts and vendor relationships are reviewed, approved and monitored in accordance with organizational policy.
- Identify and manage operational risks related to programs, volunteers, facilities, finance and reputation.
- **Community Engagement and Outreach:**
 - Be the point of contact for the Assistance League at community events, conferences, and meetings to promote the organization's mission and programs.
 - Build strong partnerships with local organizations and community leaders to identify and address critical needs within the community.
 - Develop and implement effective communication strategies to engage the community and raise awareness of Assistance League initiatives.
- **Volunteer Recruitment, Development, and Management:**
 - Lead member and community volunteer recruitment efforts, attracting and retaining a diverse pool of dedicated volunteers.
 - Provide comprehensive training and support to volunteers to ensure effective programs.
 - Foster a positive and inclusive volunteer culture that promotes engagement, retention and leadership development.
 - Work closely with the Assistance League's volunteer Committee Chairs to manage the organization's large volunteer base
 - Create effective communication models to keep members and volunteers informed about the Assistance League and to monitor satisfaction and address any concerns.
- **Marketing, Communications and Public Relations:**
 - Oversee all external communication to build awareness and support. Ensure that our brand and messaging resonate with the Salem-Keizer communities.
 - Monitor the organizations' public image and respond as appropriate to inquiries or issues.

Qualifications:

- Bachelor's degree in non-profit management, business administration, or a related field.
- Experience in a leadership role within a non-profit organization, with a focus on community outreach, volunteer management, and program development.
- Proven track record of successful fundraising and donor cultivation.

Skills and Abilities:

- Passion for the mission of Assistance League and a commitment to serving the community.
- Exceptional communication and interpersonal skills, including transparency and flexibility, with the ability to effectively interact with diverse communities.
- Strong organizational and project management skills with the ability to prioritize tasks and meet deadlines.
- Demonstrated leadership qualities, including team building, collaborative problem-solving, and decision-making abilities, with a dedication to social change.

Physical Requirements and Reasonable Accommodation: The Executive Director frequently performs work in an office environment and may be regularly required to sit for up to 4 hours at a time. The Executive Director position requires the ability to express or exchange ideas frequently via spoken and written word through participation in virtual and in-person meetings or telephone calls. The ALS-K buildings have stairs and the Executive Director must be able to navigate stairs.

The essential functions of this position require the frequent use of hands to operate a computer keyboard, mouse, and standard office equipment. The employee is occasionally required to stand, walk, lift/move parcels and packages up to 25 lbs., and to drive a vehicle to deliver and pick up materials. This position requires close visual acuity to frequently read documentation, analyze data, and view computer monitors.

Assistance League of Salem-Keizer provides reasonable accommodations as needed to enable qualified individuals with disabilities to perform the essential functions of this position.