



Serving our friends in Portland since 1992

Position Description

Executive Director

The executive director provides overall leadership to the organization, working closely with the board, staff, and those seeking services to set and implement the organization's strategic direction. The executive director is responsible for ensuring that JOIN remains true to its mission and values in all aspects of its work, provides a safe, supportive, and equitable working environment, meets its commitments to public and private funders, and is always evolving to meet the needs of people experiencing houselessness in our community.

Essential Duties and Responsibilities

Provide Leadership for JOIN's Goal of Becoming an Anti-racist Organization

- Center racial and ethnic justice in all aspects of JOIN's internal and external work, as well as personal interactions with service recipients, staff, partners, and funders.

Work with the Board of Directors to Set and Implement Strategic Direction

- Partner with the board of directors and staff to set and implement strategies that bring about significant positive change for people who are houseless.
- Provide ongoing information, advice, and counsel to the board of directors about organizational programming and operations, including monthly board meeting reports.
- Help lead board recruitment and development efforts, including the promotion of JOIN's equity work and staff-led values within the board, with a focus on recruiting and supporting board members of color.
- Lead long-term strategic organizational development efforts, including staffing structure and compensation, programming, financial management, and physical infrastructure investments.

Work with Staff to Ensure a Vibrant, Equitable, and Inclusive Organizational Culture, Sustainable Workloads, Trauma-informed Services, and Efficient Operations

- Serve as the leader for cultivating and maintaining a vibrant, equitable, and inclusive organizational culture and positive workplace grounded in the principles of liberation.
- Work with organizational leaders and supervisors to maintain sustainable workloads.
- Ensure staff members receive the support they need to do their jobs and that staff members are also held accountable in clear and constructive ways.
- Ensure regular staff meetings and planning meetings are held and serve to keep staff informed and connected. Provide timely updates to staff (staff meetings, leadership meetings, monthly executive director report to the board, etc.). Foster collaboration between teams.
- Work with the finance and program directors to inspire team-driven budgeting and program development.
- Meaningfully engage staff in strategic planning and implementation.
- Ensure organizational policies are updated as needed and implemented consistently.
- Model supportive management and inclusive leadership.
- Ensure services are provided in accordance with trauma-informed guidelines.
- Make sure the organization employs its resource strategically and efficiently.

Update and Learn from Community Advisory Council Members

- Engage with JOIN Community Advisory Council members on a quarterly or more frequent basis to stay connected with people who have lived experience with homelessness and to use their input to guide JOIN program and policy development.

Provide Leadership in Community-level Policy Discussions

- Work for change through systemic advocacy, including dismantling white supremacy culture within those systems, as consistent with JOIN's mission.
- Participate and provide leadership in local, state, and as appropriate, federal policy discussions that affect the ability of people experiencing homelessness to make a successful and sustainable transition back into permanent housing.
- In all things, remain focused not only as an advocate of JOIN's programs, but to ensure just treatment of people while they are experiencing homelessness, expand and improve the services available to them for their move back into housing, and to ensure an adequate supply and array of housing and services to support housing stability and retention.

Support JOIN's Resource Development Efforts

- Identify and solicit potential public, private, and individual funders.
- Present JOIN's mission, vision, and program achievements to current and prospective funders through in-person and written communications.
- Assist in the framing of JOIN's message, its strategies for communicating with various segments of the funder/donor community, and the development of and presentation of program outcome data.
- Annually, negotiate all publicly funded contracts with local, state, and/or federal partners, with support of the executive leadership team.

Supervise Six Positions

- Directly supervise the deputy director, program director, director of people and culture, director of equity and inclusion, development director, and executive assistant.

Education, Experience, Core Competencies, and Qualities

Required

- Professional or lived experience in at least one culturally specific community
- Staff support, management, leadership, and team building experience; ability to lead team of 60+ staff members
- Minimum of five years of relevant experience as a director or manager in a nonprofit organization or government agency that provides human services
- Demonstrated success building relationships and collaborative efforts with individuals and communities of diverse races, ethnicities, faiths, cultures, languages, disabilities, genders, gender identities, gender expressions, citizenship or immigration statuses, sexual orientations, family statuses, and economic backgrounds, including people experiencing homelessness
- Track record in advancing diversity, equity, and inclusion within teams; understanding of what it means to be an anti-racist organization grounded in the principles of liberation
- Knowledge of homelessness, including its causes and effects
- Visionary leadership and management to support, protect, and enhance JOIN's mission and bring about significant positive change for people who are homeless
- Strong networking and collaboration skills
- Strong public speaking skills
- Can facilitate difficult conversations and mediations in a respectful and constructive way
- Proficiency reading and evaluating financial statements
- Budgeting experience
- Ability to negotiate and manage large government contracts
- Strong fundraising track record, including grant writing experience, and familiarity with both private and public funding processes and sources
- Commitment to one-on-one donor stewardship
- Knowledge of trauma-informed services
- Experience in program design, implementation, evaluation, and data-driven decision-making
- Ability to communicate effectively, both verbally and in writing
- Commitment to non-judgmental, non-violent, and holistic responses to the communities JOIN serves
- Passion for our work

Preferred

- Professional or lived experience with an assertive engagement approach, or something similar
- Direct service experience

Specific Physical and Mental Performing Elements

- Adept at communicating with people seeking services who may themselves have different communication needs or preferences or who are experiencing crisis or trauma
- Ability to navigate a chaotic environment and effectively address crisis with poise
- Comfort responding to media requests and public speaking to diverse audiences