



Executive Director Position

Posted: December 17, 2019

Application Review Begins: January 26, 2020

Start Date: March 2, 2020

Organization Description

Portland Fruit Tree Project (PFTP) is an award-winning non-profit organization that provides a community-based solution to a critical and growing need: access to healthful food. By empowering neighbors to share in the harvest and care of urban fruit trees, PFTP is strengthening communities, preventing waste, and creating sustainable, cost-free ways for low-income families to obtain locally-grown fruit. We believe in honoring and respecting the diversity of the Portland neighborhoods in which we operate, and recognize the importance of bringing diverse communities together to work towards a just and sustainable future.

Since its founding in 2007, PFTP has hosted over 775 harvest events, founded five Community Orchards, and has led countless educational workshops on topics including fruit tree pruning and food preservation. After a comprehensive restructuring of the organization in 2018, PFTP is thrilled to welcome a new Executive Director to lead the organization forward. For more information about PFTP, visit www.portlandfruit.org

Position Summary

PFTP's Executive Director will be a highly skilled visionary and dynamic professional who is ready to take on the exciting and rewarding challenge of leading this revitalized organization into its next chapter. The Executive Director will serve as the leader of the organization, directing PFTP's overall operations, finances, development strategies, programs, and personnel.

The Executive Director will ensure execution of PFTP's mission, maintain and build strategic relationships, and represent the organization to the community at large. The Executive Director will also support the Board of Directors and serve as the primary liaison between the Board and Seasonal Staff. This is an opportunity, perhaps for a first-time ED, to play a key leadership role in a vibrant nonprofit organization, while making a difference for PFTP and the communities we serve.

Responsibilities

Programs: Maintain oversight of programs, ensuring that programs are progressing on track to achieve strategic objectives. Direct program development and enhancements. Provide direction and support to program staff and interns, as needed. Ensure that safety and risk management protocols are thorough and being followed. Ensure that program data/results, participant stories, testimonials and photos are collected to document program impacts.

Fundraising: Direct fund development initiatives, ensuring that the goals and timelines of PFTP's fundraising plan are achieved. Develop grants strategy and calendar, oversee development and submittal of high quality grant proposals and reports, conduct grant prospect research and build relationships with grant funders. Conduct donor campaigns and cultivate relationships with donors. Build relationships with businesses, design and sell sponsorships, and coordinate revenue-sharing partnerships.

Budget: Manage budgeting and finances, overseeing a modest but growing annual operating budget. Work with PFTP's bookkeeper to maintain financial records, and manage/reconcile accounts. Manage and track income and expenses, including accounts payable and receivable. Write checks and ensure prompt payment of bills and invoices. Ensure consistent and thorough record-keeping and documentation.

Outreach: Provide direction and oversight for outreach, marketing, and communications, ensuring high quality and strategic communications in compliance with PFTP's brand. Serve as lead contact for press/media inquiries, and represent PFTP in speaking engagements and networking events. Oversee website, social media, newsletter, and Annual Report. Provide guidance and oversight to Seasonal Staff in setting outreach targets and priorities, and coordinating outreach initiatives. Develop and maintain relationships with organizational partners.

Personnel: Supervise and support Seasonal Staff and Interns. Oversee work plans, and conduct performance reviews. Manage payroll and employee benefits. Provide training and orientation to employees as necessary, and encourage professional development in alignment with budget and employee work plan priorities. As necessary, hire and/or terminate employees. Manage external and internal contracts and ensure compliance with all policies & procedures.

Board Communication: Provide support to the Board of Directors and serve as liaison between Board and Staff. Present reports and proposals, and ensure that the Board has the information necessary to monitor progress and make informed decisions.

Required Qualifications

Education and Experience:

- Bachelor's Degree in a related field, such as Public Administration, Nonprofit Management, Natural Resource Management, Public Health, or another related field; **OR** Three years of work experience in a relevant field.
- Minimum of five years of professional experience, preferably in the nonprofit sector.
- Demonstrated relationships and/or past lived, professional, or volunteer experience with communities experiencing food or nutritional insecurity.
- Proven success with grant writing and grant management.
- Experience leading successful fund development efforts, including individual donor cultivation and campaigns, fundraising events, and sponsorships.
- Experience in budgeting and financial management.

Characteristics & Skills:

- Highly self-motivated and productive, able to succeed with minimal supervision.
- Willingness and ability to take a hands-on role in all aspects of PFTP's operations.
- Experience with meeting facilitation and group leadership.
- Excellent written and verbal communication skills.
- Demonstrated success in project and/or program management and evaluation. Ability to effectively manage multiple projects and deadlines simultaneously.
- Familiarity with Portland communities and local funding sources. Experience with partnership development and community outreach.
- Ability to engage in positive, professional manner with diverse populations.
- Flexible schedule to accommodate work on occasional evenings and weekends.
- Strong computer skills, including familiarity with G Suite (Docs, Sheets, Gmail, Calendar, etc.) and CRM systems.
- Knowledge and interest in the issues of food justice, public health, community development, and/or urban agriculture.
- Commitment to the mission of Portland Fruit Tree Project. Ability to attract, inspire, and motivate others.

Position Details

Start Date: March 2, 2020

Employment Status: Full-time (40 hrs/wk), Salaried Exempt Employee

Compensation: \$45,000 1 FTE (potential 0.8 FTE / 32hrs/wk schedule if desired), plus Benefits

Reports to: PFTP Board of Directors

Work Location: Leaven Community Center, 5431 NE 20th Ave, Portland, OR

Benefits: Health Insurance Coverage; Retirement Plan; 8 days paid Holiday leave; 10 days Paid Time Off (both personal and sick); Flexible schedule; Remote working opportunities; Dog-friendly office; Office located in Leaven Community Center, which also houses a Swap & Play Cooperative Daycare, NE Portland Tool Lending Library, KitchenShare Northeast, and other engaging nonprofit organizations; Leaven also hosts multicultural events on a regular basis, and facilitates collaboration between the organizations in the building.

Statement of Diversity

Portland Fruit Tree Project is an Equal Opportunity Employer. We especially encourage candidates from underrepresented racial, ethnic, religious, gender association, sexual orientation, economic, (dis)ability, and cultural backgrounds to apply.

How to Apply

The review of applications will begin on January 26, 2020, and will continue until the position is filled. Please submit a combined Cover Letter and Resume PDF document via email to jobs@portlandfruit.org, with “**Executive Director Application**” in the subject line. Cover letter must address how the candidate meets the required qualifications for consideration, and address how they would manifest PFTP’s commitment to diversity in their leadership. No phone calls please.