



American Leadership Forum of Oregon Seeks Executive Director

Apply by March 6, 2018 (See p. 2 for application details)

The mission of American Leadership Forum of Oregon is to join and strengthen leaders in order to better serve the public good. ALFO enhances leadership by building on the strengths of diversity and by promoting collaborative problem solving within and among communities.

The Opportunity

American Leadership Forum of Oregon (ALFO) seeks a strategic and collaborative Executive Director to advance Oregon's pre-eminent leadership program. As a leader of leaders, the Executive Director will have a passion for activating a diverse community of leaders to shape Oregon's future together. This is a hands-on position focused on networking, community engagement, resource development, and program development and implementation. Experience as an ALFO Senior Fellow is preferred but not required.

Founded in 1986, ALFO is a non-profit, non-partisan organization that brings a diverse range of corporate, public and non-profit leaders together to build effective networks of collaboration, service and community. By establishing bonds of trust and mutual support, ALFO strengthens the skills and commitment of leaders to collaborate on complex community and statewide issues. ALFO is one of only two statewide chapters in the national ALF network.

Nearly 650 leaders have participated in ALFO's Fellows Program, which begins with an intensive, interactive 5-day outdoor individual and group development experience, followed by monthly meetings to visit communities around the state to hear their key issues and concerns; Fellows then explore the leadership needed to face those issues, as well as opportunities to be in service to one another and Oregon. The Urban Rural Connection Project is a new program to harness Senior Fellows' collective capacity to listen, find common ground, and create opportunities to bridge historic rifts between Oregon's urban, rural, and suburban communities.

With an annual budget of approximately \$600,000, ALFO's next Executive Director will lead and partner with a capable staff team, a dedicated Board of Directors, and a diverse network of Senior Fellows. Priorities for the incoming Executive Director include:

- **Engage the ALFO Network for Increased Impact:** Lead efforts to engage and activate Senior Fellows for continuing connection and collective action to address complex public issues; deepen engagement to create results over time.
- **Ensure Sustainability:** Further solidify the business model with a blend of resources including recruitment/tuition, foundation grants, an annual campaign, corporate support and special events.
- **Build the Brand:** Amplify awareness of ALFO, particularly with under-represented sectors. Continue to increase ALFO's presence and influence statewide.
- **Advance Diversity, Equity and Inclusion:** Continue to advance ALFO's commitment to diversity, equity and inclusion — across the organization and within all programs and partnerships.
- **Partner with the Board:** Collaborate with the Board, particularly through activating committee-level work that leverages the connections, skills, and wisdom of board members and other Senior Fellows.

Experience, Capabilities, and Education

The ideal candidate will have the following:

- **Leadership:** Proven leadership experience inspiring and engaging diverse leaders within a network. Demonstrated ability to organize groups to collaborate on shared goals; includes ability to facilitate and navigate group dynamics in a variety of contexts. Proven commitment to community, as demonstrated through previous board or other leadership roles.
- **Engaging Diversity:** Cultural self-awareness and demonstrated ability to lead and manage courageous conversations. A commitment to inclusion based on differences in race/ethnicity, political perspectives, urban and rural perspectives, gender, sexual orientation, and industry/sector.
- **Program Development:** Experience developing programs, from concept to execution, and evolving programs in response to a dynamic environment and the emerging needs and interests of stakeholders across the state.
- **Recruitment and Relationship Management:** A proven ability to communicate an organization's story in compelling ways to diverse stakeholders, and to recruit and retain program participants and supporters over time.
- **Resource Development:** A track record of successful resource development, including earned income (e.g., tuition, program fees) and fundraising (e.g., annual campaigns, corporate sponsorships, grants, and events); includes creating fund development plans and achieving fundraising goals. Familiar with area foundations and fund development software.
- **Communications:** Excellent verbal, written, and interpersonal communication skills, including presenting to large and small audiences. Experience representing an organization to a wide range of stakeholders including businesses, nonprofits, government agencies, Tribal communities, elected officials, media, and foundations.
- **Management:** Minimum 5 years organizational management and administrative experience that includes supervising professional and support staff. Successful experience working with a board.
- **Education:** Bachelor's degree or equivalent.

Additional Preferred Experience and Knowledge

- Participation in the ALFO Fellows Program
- Conflict management experience
- Relationships within Oregon's public, nonprofit, and business sectors, including rural Oregon
- Knowledge of Oregon's history and public policy landscape

Desired Personal Qualities: Integrity, flexibility, patience, sense of humor, curiosity, creativity, self-motivated, passion for learning and leadership

Compensation: The salary range for the Executive Director is \$80,000-\$100,000 depending on experience. This is a full-time exempt position with benefits.

To apply please submit the following by March 6, 2018:

- A cover letter that reflects how your experience qualifies you to become the Executive Director of ALFO, and a complete chronological resume.

Send via email as a PDF to ALFO's Executive Search Consultant, Paula Manley:

ALFsearch@paulamanley.com / Subject line: ALFO Executive Search

All inquiries will be handled confidentially. Please use this email address to request an accommodation.

To learn more about ALFO and see a complete job description: www.alf.org

ALFO welcomes diversity and does not discriminate based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, marital status, age, mental or physical disability, genetic information, veteran or military status, pregnancy, union activity, or any other characteristic or status protected by applicable federal, state or local laws.