

## American Leadership Forum of Oregon (ALFO) Executive Director Job Description

*The mission of ALFO 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.*

### Key Relationships:

<b>Reports to:</b>	Board Chair
<b>Supervises:</b>	Program Director, Project Coordinator, Part-time Office Manager, and Faculty
<b>Other:</b>	Senior Fellows, Fellows, Corporate Sponsors, Community Partners, and National ALF Community

### Position Summary:

The Executive Director upholds and advances the organization's commitment to diversity, equity and inclusion; develops and maintains a broad network of relationships among leaders throughout Oregon, including the ALFO Senior Fellow network; maintains, sustains, and evolves ALF Oregon programs; and serves as a model of collaborative leadership, including continually seeking out ideal candidates for the ALFO Fellows cohorts.

The Executive Director is responsible for administering all aspects of the organization and working in partnership with the Board of Directors and staff to achieve ALFO's mission. Key responsibilities include: developing and implementing strategic plans; leading fund development; developing and managing the annual budget; furthering the organization's work across professional sectors; overseeing the quality and outcomes of ALFO programs; and managing, mentoring and supporting the staff. Additionally the Executive Director oversees the organization's technology systems and communications, including its website and social media presence.

This is a fulltime, exempt position.

### Essential Functions:

#### Strategy Development

- Lead strategic planning, with the engagement of the Board of Directors, staff, and ALFO community; ensure that ALFO operates in alignment with its shared vision and values, and is continually identifying opportunities to deepen its impact across Oregon.

#### Resource Development and Financial Management

- Create and execute an annual fund development plan in conjunction with the Finance and Fund Development Committees, including recruitment/tuition development, grant writing, annual campaign, corporate/foundation support, and special events.
- Maintain sound financial practices in conjunction with the Finance Committee: Lead the annual budget development process and manage the budget; prepare financial reports; approve all purchases; negotiate contracts with vendors; and oversee accounting activities including banking and bill paying.

### **Program Development and Execution**

- Develop and execute Senior Fellows program activities to strengthen the ALF network, in conjunction with the Senior Fellows Engagement Committee. This includes the annual ALF Reunion and other monthly Senior Fellow events.
- Lead, energize, and manage the ALF Fellows Program recruitment process in conjunction with the Selection Committee (with a significant emphasis on tuition attainment and management).
- Plan and execute the year-long ALF Fellows Program and the Urban Rural Connection Project in conjunction with program staff and faculty.
- Participate in ALF Fellows Program sessions, Urban Rural Connection Project sessions and Senior Fellows Program events.

### **Board Engagement and Development**

- Partner with the Board Chair to plan Board and Executive Committee meeting agendas.
- Support the activities of the Board of Directors and various committees; ensure adequate support to committees.
- Assist the Board in recruitment, orientation, training, evaluation, and leadership succession activities, ensuring appropriate cultural, geographic, and sector diversity.

### **Relationship Building and Communications**

- Build internal and external relationships and collaborations to strengthen the organization through increased member enthusiasm and involvement.
- Participate in the marketing of ALFO through its website, social media, and other channels.
- Maintain relationships with ALF National and other Executive Directors by participation as an ALF National Board member and participation in the ALF National Directors Network as directed by the ALF Board of Directors.

### **Administration**

- Ensure that appropriate systems are in place to support operations, including adequate technology and software.
- Ensure compliance with applicable laws, including timely completion of the 990 federal tax return, state CT-12, and any other required organizational filings.

### **Working Conditions and Environment:**

- Includes significant evening and weekend hours based on program and event schedule
- Frequent statewide travel for fund development, ALF Fellows programs, Urban Rural Connection Project and Senior Fellow Program events
- Travel to ALF National Board meetings twice a year
- Participate in Board meetings and Executive Committee meetings
- Participate in ALF Fellows Program sessions, including overnight sessions and 1-2 week long Community Building Week Sessions

### **Physical Demands:**

- Ability to occasionally lift up to 30 lbs.
- Valid Oregon Driver's License and regular access to a vehicle for travel around the state