



Position Description

Executive Director

Reports to: Board of Directors
Supervises: Development Director, Marketing Director, Program Manager, Facilities Manager, Rentals/Events Coordinator, and a part-time Accountant
Classification: Full-time, exempt
Location: In person / hybrid, Portland, Oregon
Salary range: Starting salary of \$130,000 to \$150,000

Job Purpose: Under the direction of the Board of Directors, the Executive Director (ED) provides strategic direction and leadership of Nordic Northwest (NNW), ensuring effective management that advances the organization's mission and goals.

Duties and Responsibilities:

1. Play a lead role in NNW's strategic planning efforts, in collaboration with the Board of Directors and others; lead annual planning and manage NNW's performance to meet goals and plans.
2. Set clear expectations for staff, delegate, and foster a high-performing team culture, which extends to volunteers, tenants and others; ensure that NNW has the capacity needed to carry out its plans.
3. Develop the annual budget, in collaboration with others, oversee management of financial/accounting operations, and ensure appropriate controls and use of funds.
4. Ensure that NNW has a sound policy framework and that the organization is compliant with its policies, contracts, legal and regulatory requirements.
5. Oversee the successful strategizing, planning and management of NNW's programs and events.
6. Ensure that NNW has the administrative and management systems needed for efficient and effective operations, and initiate efforts for improvements as needed.
7. Oversee effective management of NNW facilities/site and related uses, maintenance, and plans.
8. Serve as a spokesperson for NNW, oversee communications, marketing and outreach, and nurture strong relationships/partnerships within the membership and broader community.
9. Lead fundraising and revenue-generating planning and activities, in close collaboration with the Development Director, engaging board members, staff, and others to meet revenue targets.
10. Report regularly to the Board of Directors, support Board development, operations, and committees; perform other duties as assigned by the Board.

Qualifications:

- Bachelor's degree or equivalent.
- Five or more years of relevant leadership and management experience.
- Experience formulating strategies, plans, and priorities, and accomplishing these.
- Proven fundraising skills.
- Experience successfully working closely with an engaged nonprofit Board of Directors.
- Knowledge of and/or interest in Nordic cultures and heritage, with language skills a plus.
- Skilled in leading and supporting staff, volunteers, and others.
- Skilled in financial planning, management, and oversight.
- Excellent listener and communicator, who is comfortable as a public spokesperson.

Other Requirements:

- Valid Oregon driver's license.
- Flexibility to periodically work evenings/weekends and to travel locally or beyond for meetings.