

POSITION ANNOUNCEMENT

10/1/2022



Executive Search for:
Executive Director

Lloyd EcoDistrict
2203 Lloyd Center
Portland, OR 97232

POSITION ANNOUNCEMENT

INTRODUCTION



Lloyd EcoDistrict is seeking an Executive Director to lead the organization in transforming the Lloyd neighborhood into one of the most sustainable neighborhoods in North America and a pioneer in equity, resilience, and climate protection at the local level.

ABOUT THE LLOYD ECODISTRICT



Lloyd EcoDistrict is a small nonprofit with a big vision: to ensure the Lloyd neighborhood of N/NE Portland is one of the most sustainable neighborhoods in North America, and a leader in equity, resilience, and climate protection at the local level. **Its mission is to engage the community, form partnerships, and develop programs that create a connected, prosperous, and resilient Lloyd.**

The organization's programs range from placemaking (planting pollinator corridors; hosting park clean-ups; painting intersection murals), to resiliency (hosting emergency preparedness workshops; supporting houseless neighbors), to resource conservation and efficiency (supporting LED retrofits and building performance benchmarking). The common thread: creating a more connected, prosperous, and resilient neighborhood for residents, employees, and visitors alike.

In 2022, the nonprofit became a nationally certified EcoDistrict—the first in Oregon and the seventh in the world. This certification was the result of three years of visioning, planning, and convening hundreds of neighborhood stakeholders to develop a comprehensive 2030 Roadmap of our collective vision for urban and community development in the neighborhood.

THE HISTORY OF THE LLOYD ECODISTRICT



In 2009, the City of Portland, the Portland Development Commission (now Prosper Portland), and other local government interests convened a group of Lloyd stakeholders to determine the feasibility of a “Green District.” Lloyd business owners directly supported the initiative at first, and in 2014, Lloyd EcoDistrict was formally funded by the Enhanced Services District.

Initially, the organization focused on creating a business case and value proposition for sustainability. But as the work developed and became more involved in the community, the mission and vision expanded to include a wider definition of sustainability and a more inclusive view of the entire spectrum of the Lloyd community. They became a 503(c)3 in 2018.

In 2018-2019, the group developed a formal Imperatives Commitment to center equity, resilience, and climate protection. With a community-developed roadmap, the EcoDistrict was certified in the summer of 2022.

To learn more about the history of Lloyd EcoDistrict, the Lloyd neighborhood, and Lower Albina, visit our website at www.ecolloyd.org/about-us

POSITION DESCRIPTION



LOCATION

Portland, Oregon
Hybrid remote/in-office
at the Lloyd EcoDistrict
office in Lloyd Center

REPORTS TO

Board of Directors

The **Executive Director** is the key management leader of Lloyd EcoDistrict. This position is responsible for leading the organization in a manner that guides and supports the organization's mission and vision, including overseeing and managing the administration, fundraising, and strategic plan of the organization, and supporting program staff.

The Executive Director has a keen understanding of Lloyd EcoDistrict's focus on building a more sustainable, equitable, and resilient neighborhood, and that building meaningful programs, communications, and financial and community support are essential to this work.

The role will have some travel to attend community events, meetings, and other gatherings or events for community outreach and partnership, and will require occasional work during evenings and/or weekends in person.

PRIMARY RESPONSIBILITIES



BOARD GOVERNANCE

- Partner with Board members to fulfill the organization's mission of creating a more connected, prosperous, and resilient Lloyd
- Collaborate with the Board to set programmatic policy and fundraising priorities internally, and increase the overall visibility and impact of the organization externally
- Develop an annual work plan that aligns with the programmatic priorities established in the organization's EcoDistrict Certification 2030 Roadmap and includes performance goals for organizational maintenance (e.g., fundraising, staffing, and grant writing)
- Effectively and regularly communicate with the Board to ensure organizational timelines are met and present on current projects

PRIMARY RESPONSIBILITIES



ADMINISTRATION + FUNDRAISING

- Design the annual budget in collaboration with the Board; implement the budget and work with staff to ensure that all projects are within budget throughout the year
- Fundraise, cultivate relationships with funders, and develop other sustainable plans to ensure the organization's long-term financial health (e.g., grant applications, major gifts, or corporate sponsorships)
- Maintain the organization's fiscal integrity by submitting updates to the Board of the annual budget and regular financial statements that accurately reflect the financial stability of the organization
- Maintain all agreements, contracts, grant documentation, and other commitments for services on behalf of the organization

PRIMARY RESPONSIBILITIES



INTERNAL LEADERSHIP + MANAGEMENT

- Manage and retain the small but mighty team that enacts all Lloyd EcoDistrict programs and communications (currently 1 full-time Outreach Program Manager and 1 part-time Communication & Outreach Specialist)
- Hire and train additional competent and qualified staff as needed
- Lead a culture of equity and inclusion at Lloyd EcoDistrict, and support positive and impactful team dynamics
- Work with Board and staff to implement the organization's mission through activities and programs, including program evaluation and a biennial report

PRIMARY RESPONSIBILITIES



ORGANIZATION MISSION + EXTERNAL LEADERSHIP

- Lead all strategic planning efforts that guarantee the success of the organization's mission and the implementation of the 2030 EcoDistrict Certification Roadmap
- Enhance the organization's image and impact by actively working in the community and building visibility with community stakeholders including residents, business owners, employees, visitors, community organizers, local government, and more
- Serve as the organization's primary spokesperson to the organization's constituents, the media, and the general public
- Maintain and establish working relationships with various organizations throughout Lloyd, the city of Portland, and the state of Oregon that support the organization's mission and advance its vision of sustainable and community development

IDEAL CANDIDATE PROFILE



PREFERRED SKILLS + KNOWLEDGE

Note: If you think you would be a good fit for this role but do not meet all the preferred criteria below, please still apply!

- Demonstrated commitment to sustainability and community development, transparency, and integrity
- Demonstrated commitment to supporting an organization on its equity journey
- Proven track record of time management and impact, preferably at a small, nimble organization with multiple competing priorities
- Excellent oral, written, and interpersonal communication skills
- Demonstrated ability to work collaboratively with people of all different genders, races, socioeconomic backgrounds, language abilities, professional status, and more, including community organizations, large corporations, and government agencies
- Established ability to create authentic relationships and sustainable transformation

IDEAL CANDIDATE PROFILE



PREFERRED SKILLS + KNOWLEDGE (CONTINUED)

Note: If you think you would be a good fit for this role but do not meet all the preferred criteria below, please still apply!

- Knowledgeable of local government and/or advocacy at the local/community level
- Ability to convey a vision of Lloyd EcoDistrict's future to community members, funders, volunteers, and other stakeholders, and to work with the Board and staff to implement it
- Understanding of fundraising strategy unique to a small nonprofit and relationships in the funding space
- Ability to work with a small staff to achieve annual goals and simultaneously work to increase staffing and grow the organization

IDEAL CANDIDATE PROFILE



EDUCATION + EXPERIENCE

- Bachelor's Degree and/or professional experience in a field related to environmental sustainability, energy, urban planning, public policy, community development, and/or business administration – A Master's Degree preferred
- At least 5 years of senior nonprofit management experience
- Experience leading an organization, maintaining positive Board relations, supporting a small team of staff, and demonstrated skill in visionary leadership
- Proven ability in fundraising and organizational advancement
- Familiarity with basic workplace tools (e.g., Microsoft Office, Dropbox, Google Drive)
- Familiarity with the Lloyd neighborhood of N/NE Portland, and/or enthusiastic interest in becoming familiar with this neighborhood, its history, and all it has to offer

THE FINE PRINT



TIME FRAME

Lloyd EcoDistrict is seeking to have a new Executive Director in place by December 2022.

COMPENSATION RANGE

\$75,000-\$85,000 -- plus performance bonus opportunities

POSITION ANNOUNCEMENT

NEXT STEPS

If you would like to apply to the next Executive Director at Lloyd EcoDistrict, please go to:
motusrecruiting.co/LloydEcoDistrict



THANK YOU, AND WE
LOOK FORWARD TO
WORKING WITH YOU.