

POSITION ANNOUNCEMENT

11/17/2022



Executive Search for:

Executive Director

Partners in Diversity

121 SW Salmon St., Suite 1440
Portland, OR 97204

POSITION ANNOUNCEMENT

INTRODUCTION



Partners in Diversity (PiD) is seeking an Executive Director to lead the organization in creating a competitive advantage in Oregon and southwest Washington (Clark, Cowlitz and Skamania counties) by attracting, retaining and developing diversity influencers and professionals of color.

ABOUT PARTNERS IN DIVERSITY



Partners in Diversity (PiD) works with employers to address critical needs for achieving and empowering a workforce that reflects the rapidly changing demographics of the Pacific Northwest. We accomplish these goals through educational programs, a career center and resources for CEOs, human resources professionals and diversity influencers. PiD also helps recently relocated professionals of color connect with the multicultural community through major networking events such as our signature Say Hey! event, civic engagement opportunities, social media and personal relationships.

PiD conducts regular scientific research that inform the ways in which Oregon and southwest Washington employers can successfully diversify and retain multicultural talent. The Workforce Diversity Project, completed in 2017, and the Diversity Retention Project, completed in 2020, reveal key findings to the why employers struggle with recruitment and retention, and provides solutions to better recruiting and retention strategies.

Partners in Diversity is a membership-based organization that operates as an affiliate of the Portland Business Alliance Charitable Institute, a 501 (c)(3) nonprofit organization.

ABOUT PARTNERS IN DIVERSITY



MISSION

To create a competitive advantage in Oregon and southwest Washington (Clark, Cowlitz, and Skamania counties) by attracting, retaining, and developing diversity influencers and professionals of color.

VISION

A thriving, diverse, and welcoming community in which all people can work and live.

VALUES

- Equity
- Integrity
- Courage

HISTORY

In 2005, major employers in Oregon and Southwest Washington joined forces as the Portland Workplace Diversity Task Force to cooperatively support more diversity in the workplace and in the community. Inspired by a coming shift in demographics described by the 2000 U.S. Census, the task force sought to examine regional information and develop a business case for corporate diversity initiatives. The result was a strategic plan which integrates the many ongoing initiatives in the region under one umbrella with a strong business focus. From there, Partners in Diversity was formalized to take this plan forward.

POSITION DESCRIPTION



LOCATION

Portland, Oregon
Hybrid: 3 days
in-office/2 days remote

The Executive Director provides leadership and management to Partners in Diversity (PiD), including articulating the mission and goals to stakeholders; overseeing event and program planning, day-to-day operations; fiscal management; internal and external communications, member recruitment, research development and oversight, staff management and short- and long-range strategic planning.

The Executive Director also works closely with the Leadership Council, a highly diverse board of leaders representing various organizations across the state and Southwest Washington.

The Executive Director is a Portland Business Alliance employee, and reports to the Partners in Diversity Leadership Council (board) in terms of budget management and program development/implementation.

PRIMARY RESPONSIBILITIES



ESSENTIAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- Manages collaborative efforts between diverse community organizations and corporate partners/sponsors
- Directs organization with proven skills needed to navigate business culture and community culture
- Oversees Leadership Council meetings (board of directors), communications, programs, and committees
- Builds annual new member database, maintains relationships and yearly contact with new and current members, and manages the brand and reputation of PiD
- Comfortable with speaking before large audiences about the organization's initiatives, research, and other topics as requested
- Facilitates the development and implementation of strategic plans to achieve PiD goals and objectives
- Represents PiD in the community, and can articulate the mission and values of the organization
- Experience working with strategic partners and will advocate for change within the 400+ employers who represent the nonprofit, for-profit, education, and public sectors

PRIMARY RESPONSIBILITIES

ESSENTIAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR (CONTINUED)

- Interfaces with business, nonprofit, education, and government leaders on PiD matters
- Advocates for diversity, equity, and inclusion in appropriate forums
- Develops operational work plans, and annual budget, to include status reports and communication tools
- Organize, write, and submit grants, and complete reporting requirements
- Oversees the development and negotiation of agreements, contracts, and plans of work to sustain the work of the organization
- Experience organizing and staffing large-scale, complex events (500+ attendees), meetings, and workgroups
- Research, connect, and link PiD efforts to related community efforts
- Collaborates with Portland Business Alliance colleagues to garner resources necessary for PiD
- Acts as a liaison to Leadership Council to keep them informed of PiD goals and strategies
- Manages PiD office including incoming and outgoing correspondence and communications, bookkeeping, supplies, etc.
- Oversees all press and media contacts on behalf of PiD along with the Communications Director
- Oversees all PiD staff and serves as the strategic leader
- Other duties as required to support the success of the organization

IDEAL CANDIDATE PROFILE



PREFERRED SKILLS AND KNOWLEDGE

- Demonstrates strong business acumen and an ability to lead others
- Lead all strategic planning efforts that guarantee the success of the organization's mission
- Proven ability to develop and manage program budgets
- Skilled in managing events, implementing long-term, multi-faceted projects as well as overseeing and working with volunteer committees
- Strong fundraising skills and a proven track record of grant management
- Excellent oral and written communication skills, and interpersonal skills (ability to facilitate discussions and speak publicly)
- Partner with civic and elected leaders, community groups, and supporters of diversity, equity, and inclusion that help engagement across all communities of color
- Demonstrated ability to work proficiently and collaboratively with the Board of Directors, C-suite executives, high-level government officials, and nonprofit executive directors
- Ability to think analytically, logically, and creatively, and to integrate experience and knowledge to solve problems critically and use the reasonable judgment

IDEAL CANDIDATE PROFILE



PREFERRED SKILLS AND KNOWLEDGE (CONTINUED)

- Must be well organized and able to work independently
- Demonstrated ability to work collaboratively with community organizations, and public and private agencies
- Ability to manage multiple priorities, and move complex projects forward while paying attention to details and deliverables
- Be familiar with the racist history of Oregon and the ability to empathize with the disparate experiences and create authentic relationships and sustainable transformation
- Knowledge of, and previous experience with, diverse populations (e.g., language, culture, race, physical ability, sexual orientation, and gender diversity)
- Knowledge of/or experience working within a policy or legislative process as an advocate

EDUCATION AND EXPERIENCE

- Bachelor's degree and five years of successful experience leading in program administration, organizational management, program development, fiscal management, or event management

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. We are most interested in finding the best candidate that aligns with our organization, and that ideal candidate may be one who comes from a less traditional background. We encourage you to apply even if you do not believe you meet every one of our qualifications described.

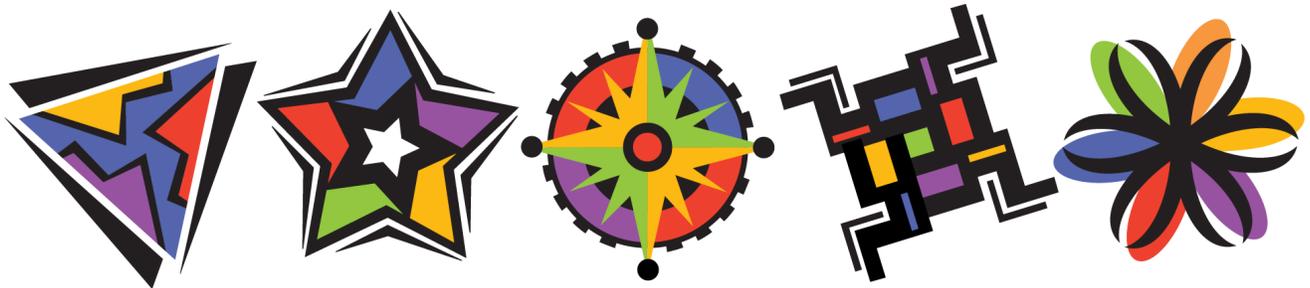
THE FINE PRINT

TIME FRAME

Partners in Diversity is seeking to have an Executive Director in place by January 2023.

COMPENSATION RANGE

\$90,000-\$130,000 plus benefits



PARTNERS IN DIVERSITY®

POSITION ANNOUNCEMENT

NEXT STEPS

If you would like to apply to be the
Executive Director at Partners in
Diversity, please go to:
motusrecruiting.co/PartnersInDiversity



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