



Oregon Tradeswomen, Inc.

Oregon Tradeswomen, Inc. seeks Executive Director Full Job Description

Oregon Tradeswomen, Inc. (OTI) promotes success for women in the trades through education, leadership, and mentorship. OTI was founded in 1989 on the principles that women deserve and can attain economic self-sufficiency by pursuing careers in the construction, manufacturing, mechanical, and utility trades while helping and encouraging the trades industry to build a diverse workforce.

Twenty-five years strong, OTI offers innovative trades-based training programs, trades awareness activities and technical assistance to organizations seeking to be inclusive of women in their trades occupations. We offer professional and leadership development for tradeswomen, promote the trades as a highly desirable career path for women and girls, and have earned the respect and support of trades industry employers. Respect, excellence, equity, community, and empowerment are the values reflected in all of OTI's programs and services. Our annual budget is about \$1.4MM. We offer a competitive salary & benefits.

RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for OTI's staff, programs, expansions, and execution of its mission. The ED will initially develop deep knowledge of the trades, core programs, operations, and business plans.

Leadership & Management

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize OTI's members, board members, committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for national and regional efforts
- Lead, coach, develop, and retain OTI's high-performance management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications

- Lead efforts and manage development staff to expand revenue generating and fundraising activities to support existing program operations and programmatic expansions
- Use external presence and relationships to garner new opportunities
- Initiate, lead, and manage strategies for national grants, contracts, and government funding opportunities

Planning & New Business

- Develop and maintain effective working relationships with outside agencies and seek collaborative arrangements to provide more efficient and integrated programs
- Build partnerships in new markets, establishing relationships with the funders and political and community leaders

- Be an external local and national presence that publishes and communicates program high impact results, best practices, and innovation within the movement
- Design program expansions and complete the strategic business planning process for feasibility and implementation

QUALIFICATIONS

The ED will be thoroughly committed to OTI's mission. All candidates should have proven leadership, coaching and relationship management experience. **Concrete, demonstrable experience and other qualifications include:**

- Five or more years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Understanding of non-traditional work for women (i.e. in construction, manufacturing, STEM/CTE fields, or similar areas where women are grossly underrepresented in the workforce).
- Strong commitment to feminist and racial justice frameworks.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage non-profit budgets.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage and develop relationships with a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Must have experience with writing and winning grants.
- Verifiable record of creating, monitoring and tracking large (over \$1M) budgets.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Preferred Qualities

- Knowledge specific to the construction/skilled trades industry with education, training, or workforce development background
- Advocacy/Policy experiences at local, state, and national levels
- 12 years relevant work experience OR an equivalent advanced degree (Masters, preference for MBA)
- National connections to the construction industry or to other employment and training related NPOs
- Strong facilitator for staff and community meetings

MINIMUM REQUIREMENTS

Education and Experience:

- Undergraduate degree, advanced degree preferred, and a minimum of five years of proven experience in nonprofit management. Or equivalent education and/or experience.

Knowledge, Skills and Abilities:

- Strong verbal, written communication, and interpersonal skills; excellent, persuasive, and clear writing skill.
- Thorough and detail oriented.
- Demonstrates initiative, energy, and sound judgment.
- Ability to work independently as well as collaboratively.
- Strong collaboration skills and ability to work effectively with all members of OTI community and other persons and organizations related to the duties of the position.
- Ability to effectively manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment.

- Ability to use initiative to organize and follow through with complex tasks to meet deadlines.
- Resourceful and creative in work-related matters.
- Ability to anticipate problems and take necessary action to eliminate or mitigate them.
- Ability to use a computer, technology, software programs, and applications at the level of sophistication required for the duties of this position. Proven ability to use MS Office Suite and database programs, including knowledge of Outlook, Word, Excel, and PowerPoint.

Physical Requirement:

- Frequently: sit, perform desk-based computer tasks.
- Occasionally: stand and walk; twist; use fine manipulation and grasp; use a telephone; write by hand; sort and file paperwork; lift, carry, push, and pull objects that weight up to 10 pounds.
- Able to handle stress from work-related situations such as those involving challenging, urgent, time-sensitive, or multiple matters.
- Ability to attend events, activities, and presentations locally, regionally, and nationally to interact and communicate with students, trades people, peers, employees, funders, government officials, and friends.
- Must have car and valid driver’s license, and able to travel by air frequently.

WORKING CONDITIONS

- Hours of employment: requires working flexible hours, including nights and weekends.
- Travel: local and non-local travel are required.
- Ability to work in an “open office” environment

WORK STANDARDS

- Compliance with all OTI policies and procedures, adherence to OTI Risk Management standards, compliance with all applicable laws.

DISCLOSURE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY AND BENEFITS

This is a full time, salaried position with occasional evening and weekend hours. Starting salary range is to \$78,000 - \$82,000, depending upon qualifications. The position offers the following benefits:

- OTI pays the full cost of medical and dental coverage through Providence Health Plans for staff only
- Two weeks’ vacation for the first two years; three weeks in the third and fourth year; four weeks after completing four years.
- Ten paid holidays and ten days of sick leave accrue each year
- OTI offers a Simple IRA 3% match retirement plan.
- Great atmosphere and work environment!

APPLICATION INSTRUCTIONS

To apply, please send: 1) Your resume. 2) A cover letter (3-4 page suggested length) detailing what in your background and experience qualifies you for this position. **A complete response** should include reference to **all** responsibilities and qualifications listed above, and explain what about your experience and training prepares you to excel. 3) OTI standard application form, available at: www.tradeswomen.net/about/ . 4) No video applications, please.

Applications will be reviewed starting January 3, 2017; position will be open until filled. Application may be send by e-mail to madelyn@tradeswomen.net, faxed to 503.249.0445, or mailed, ATTN: Madelyn Elder. Women and people of color are strongly encouraged to apply. OTI is an EEO Employer.