



## Seeking a Team Support Co-Executive Director

Application review begins January 23, 2023

### The Opportunity

Are you passionate about ending hunger while also working to dismantle historic and current systems of inequity and oppression that lead to hunger and poverty? Partners for a Hunger-Free Oregon (Hunger-Free Oregon) seeks a Team Support Co-Executive Director who, along with the Community Food Justice Co-Executive Director, will collaboratively guide our organization as we work towards an Oregon where everyone is healthy and thriving, with access to affordable, nourishing and culturally appropriate food. *Note this position has been reopened after an initial posting in September-October 2022.*

### About Hunger-Free Oregon

We approach hunger differently. Hunger-Free Oregon works alongside those most impacted by hunger and poverty to advocate for systemic change and better access to nourishing food. Together, we create campaigns to win solutions. We are building a movement to end hunger in our state, one transformative campaign at a time.

With an annual operating budget of \$1.4M, Hunger-Free Oregon is a statewide anti-poverty advocacy organization with a community-based board of directors and staff of ten. Over the past two years, we have created a collaborative internal structure that is unlike most nonprofits. We make decisions collectively using a decision-making process based on gradients of agreement, operating in a system of “circles” with peer-to-peer support. Our all-staff body, known as “All-Staff Caucus”, is the decision-making body of the organization (reporting to the board of directors). Our practices are designed to root out and transform white supremacist patterns that are prevalent in the nonprofit sector and our organization.

### About the Team Support Co-Executive Director Position

This position will work with the Co-Executive Director - Community Food Justice to collaboratively guide and support Hunger-Free Oregon’s strategy and operations in alignment with our values, mission, and strategic priorities. Building on the democratic processes and policies developed by the staff and board, the co-directors will be responsible for dedicated portfolios of work, along with shared responsibilities with each other and other staff.

The **Team Support Co-Executive Director** will steward crucial functions in finance, human resources, and team resilience, and will promote community-centric principles in fundraising and budgeting.

The Co-Executive Directors will share responsibilities for nurturing the staff team, including relationships with the Board, stewarding the All Staff Caucus, ensuring alignment of programs with our mission and vision, and providing robust support and coaching to staff. The co-directors will work with a Team Support Strategist to support the coordination and implementation of their projects.

### **Compensation: Salary \$80k-\$90k depending on experience + generous benefits**

Hunger-Free Oregon develops workloads based on 32 to 36 hours a week for full-time staff. Because we center equity, transparency, and sustainability, our salary range is not negotiable. Our generous benefits include: health, dental, and vision insurance; up to 3% matched retirement (IRA); 12 weeks paid family/medical leave; health and dependent care flexible spending account; and a professional development fund. Paid time off includes 3 weeks of vacation with an annual increase; 2 weeks of sick time, and 12+ holidays. Our office closes one week in the winter and one week in the summer for all-staff breaks.

### **How to Apply: Application Review Begins January 23, 2023**

- 1) Please review the Leadership Profile and Team Support Co-Executive Director Job Duties.
- 2) **Apply by submitting the following:**
  - A cover letter that includes: how your experience has prepared you for this position, and what appeals to you about a shared leadership role.
  - A resume; and
  - A statement (up to 1 page) that outlines how you have enacted your commitment to racial justice in your life and work.

**Send via email as a PDF to: [recruitment@oregonhunger.org](mailto:recruitment@oregonhunger.org)**

All inquiries will be handled confidentially. Please use this email to request accommodation. See the Hunger-Free Oregon website for more information about us: [oregonhunger.org](http://oregonhunger.org)

## Leadership Profile

**Please note:** Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they believe they meet every qualification. We are committed to building a diverse and inclusive organization and encourage you to apply, even if you don't believe you meet every qualification or if you require a reasonable accommodation to apply for or perform job duties.

### **Required Capabilities and Experience:**

- **Mission and Values Alignment:** A commitment to food justice and alignment with our values of: valuing lived experience; building power; challenging power; accountability; and social, racial, and economic justice.
- **Facilitative Leadership Experience:** A track record of facilitating groups, sharing power, developing people, and managing projects—balancing relationship building and task accomplishment; includes supporting individuals and groups in having difficult conversations and navigating conflict.
- **Communication Skills:** Strong listening, presenting, writing, and interpersonal communication skills.
- **Nonprofit Management Experience:** Experience with nonprofit operations, nonprofit board(s), and financial management fundamentals.
- At least some familiarity with **community-centric fundraising**. Understands the basics of nonprofit fundraising; willing to participate in fundraising.
- **Social, Racial and Economic Justice Analysis:** Brings an analysis and a skillset around equity, inclusion, and antiracism including demonstrated experience with building culture and transforming white supremacy culture. Familiar with trauma-informed practices.
- **Coaching Ability:** Able to effectively coach individuals and teams, supporting their effectiveness, autonomy and professional development.
- **Comfortable with Technology:** Conversant with collaboration platforms such as Asana and G-Suite software; and Google Docs, Sheets and Slides. Some CRM experience is helpful.
- **Project management:** Demonstrated experience with stewarding project teams and managing timelines; ability to set clear expectations and delegate.
- **Budget development** and budget management experience.

**Desired Personal Qualities:** Curious, open to multiple perspectives, self-aware, strong personal boundaries, willingness to make mistakes and “fail forward”.

### **Co-Executive Director - Team Support Responsibilities by Area**

#### Human Resources and Team Culture

- Work collaboratively within the Team Support Circle to ensure personnel concerns are addressed and the Cultural Accountability framework is implemented to ensure a positive and safe work environment.
- Steward our Internal Resilience and Equity Circle.

#### Finances and Operations

- Monitor the financial performance and fiscal operations of the organization.
- Ensure strong internal systems that are shared among the Finance and Admin Circle.
- Recommend revisions to policies and systems as the need arises.
- Oversee tracking of annual budget and provide budget reporting to Board, staff and external funders.
- Help ensure Board and staff compliance with internal fiscal policies and procedures, legal requirements, and financial standards.

#### Fundraising

- Ensure the organization is adequately resourced to meet its program goals and operational needs.
- Support and coach a fundraising staff of two.

### **Co-Executive Director Shared Responsibilities**

- Facilitate strategic planning including visioning and evaluation; design and facilitate all-staff retreats to ensure alignment of our strategic plan and annual work plan.
- Ensure program and mission alignment; keep the work moving.
- Steward long-term sustainability and collaborative budgeting.
- Address and support the resolution of urgent issues related to internal processes and external relationships.
- Coordinate our All Staff Circle, including managing agendas and designing meetings.
- Oversee the preparation of monthly Board meetings, and provide support to Board committees.
- Ensure the Board is sufficiently informed about programs and operations to make appropriate decisions to successfully achieve our mission; foster effective board member engagement.

**Physical Demands and Work Environment:**

This position requires the ability to work on a computer on a daily basis and communicate via writing and in-person (when safe to do so). Our office is located in SE Portland, in a single-story building that is wheelchair accessible. The office building has reserved parking available and is located near several bus lines.

During the COVID-19 pandemic, staff have the option to work in the office, but working from home is currently the default status. When in the office, staff are following Covid protocols; supplies and systems are in place to provide a safe working space.

**Equal Opportunity and Non-Discrimination Statement:**

Hunger-Free Oregon is committed to equity, diversity, and inclusion in our hiring, job advancement, internal operations, and when considering the impacts of our work. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, mental or physical disability, age, marital status, military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class. We welcome applications from individuals with disabilities and will make reasonable accommodations for applicants and employees.