**The Gray Family Foundation**

**A Supporting Organization of**

**The Oregon Community Foundation**

**Position Description Executive Director**

**Status: Full-Time, Exempt**

**Job *Summary***

The Gray Family Foundation (GFF) is a private 501 (c)(3) Foundation operating as a supporting organization of the Oregon Community Foundation (OCF). The Gray Family Foundation seeks to enhance opportunities for Oregon’s people to have rich and full lives by engaging people to become active stewards of their natural and build communities. The activities of the Gray Family Foundation support The Oregon Community Foundation's mission.

The Gray Family Foundation seeks an Executive Director to lead the operations and grant making of the Foundation. The Executive Director will work closely with the GFF Board, the GFF Advisory Council and OCF staff and departments. The Executive Director is an OCF employee. It is a full time position that reports to the President of OCF and works in coordination with all departments of OCF. The GFF-SO Board and the Advisory Council play an active role including outlining expectations, developing and reviewing an annual work plan and evaluating the Executive Director's performance.

***Essential Duties and Responsibilities***

**■** Management

* Lead in partnership with the GFF Board in planning the foundation's strategy and investments, consistent with
the GFF vision
* Serve as chief staff liaison and report regularly to the GFF Board and Advisory Council
* Manage GFF grant and research programs and administrative operations, including supervision of GFF staff
* Monitor management of GFF's assets in alignment with the GFF Board and OCF senior staff
* Ensure compliance of the GFF with all applicable laws and requirements in collaboration with OCF staff
* Oversee consultant projects or other short-term activities of the GFF
* Build a GFF presence in the Oregon grant-making and grantee community
* Ensure effective evaluation of GFF programs and activities
* Ensure effective training and management of GFF volunteers
* Represent the GFF in public and via media
* Coordinate, organize and attend site visits, receptions, luncheons and education programs

■ Programs

* Supervise program officer in Environmental Education Program and other programs as needed.
* Develop and oversee grant programs that reflect the GFF interest areas
* Work in close alliance with OCF's Grants and Programs Department and Advised Fund staff to create opportunities to partner with the Gray Family Foundation, including convening of and communication with OCF fund advisors and other funders
* Pursue grant opportunities that may be of interest to Board and Advisory Council
* Act as a resource person for all activities of the Foundation

**This position description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Other job functions may be assigned or changed as necessary to reflect position growth.**

GFF-SO

Executive Director Position Description Page Two

***Requirements and Skills***

* Strong commitment to and understanding of the Gray Family Foundation mission, strategy, values and programs
* Deep knowledge of the nonprofit and educational communities in Oregon and nationally
* Demonstrated capacity for initiative and innovation
* Experience in coordination of team efforts involving people working at every level of an organization and in the community
* Strong oral and written communication skills - conveys information clearly and effectively
* Experience in public speaking and in working at a policy level with government, foundations and businesses
* Experience supervising staff and managing a department or team
* Ability to lead, develop and mentor staff
* Able to analyze, think critically and explain alternatives clearly - adept at problem solving
* Excellent interpersonal and customer service skills - courteous and competent, promoting trust and confidence
* Ability to remain professional in all circumstances
* Ability to work independently, in a fast-paced environment, adapting as priorities change
* Ability to work effectively with diverse stakeholders
* Adept at use of technology including Microsoft Office Word and experience working in a network environment with an integrated database. Knowledge of Excel, Power Point, Filemaker, and other programs a plus.
* Ability to travel extensively in Oregon
* Bachelor's Degree; advanced degree preferable
* Seven or more years progressively responsible experience, including experience with non-profit organizations

***Compensation and Benefits***

* Salary is competitive (I suggest stating the salary. EV)
* Excellent benefits, including health and disability coverage and retirement plan

**Interested candidates should submit resumes and cover letters to arrive by 5:00 p.m., July XX, YYYY to:**

The Oregon Community Foundation/GFFED, 1221 SW Yamhill Street, Suite 100, Portland, OR 97205-6846. No phone calls please. EOE.

April 2014

**The Gray Family Foundation**

**A Supporting Organization of The Oregon Community Foundation**

**Our Beliefs and Values**

The Gray Family Foundation seeks to continue the life’s work of John and Betty Gray by creating a permanent organization based on faith in the human spirit and a vision of Oregon as a vibrant and civic-minded society. We believe that we have a responsibility to give back to the systems that nurture all of us: our culture, our natural environment and our communities.

We are guided by the following values:

* Place Matters – we are focused on Oregon
* Holistic thinking – Projects relating to arts, culture, food, health, native ecology, education, housing, transportation, politics, energy, environment and climate should be connected to each other. Our actions are part of world systems.
* Humility – Our resources give us great responsibility and we don’t have all the answers
* Knowledge-based – Using knowledge to guide actions – We like to encourage learning
* Collaborative – We collaborate with others and we encourage collaboration among diverse groups
* Inclusive – Inclusive of all Oregonians (urban, rural, all races and ethnicities, all socio-economic levels)

**Our Vision**

We seek an Oregon:

* Where people work together to actively shape communities that are robust, resilient, and sustainable.
* That is inclusive, equitable, and diverse.
* Where multi-disciplinary knowledge informs decisions and enables people to think through solutions to complex problems.
* That is known for the wealth of its communities and natural areas.

**Our Purpose**

To enhance the opportunities for Oregon’s people to have rich and full lives.

**Our Mission**

Engage the people of Oregon to become active stewards of their natural and built communities.