



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

**Position Announcement  
Executive Director**

**Job Summary**

The Gray Family Foundation (GFF) 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 built communities. The GFF seeks an Executive Director to lead the operations and grant making of the Foundation. The activities of the Gray Family Foundation support the mission of The Oregon Community Foundation (OCF), and the GFF is structured as a Type I "Supporting Organization" of OCF, with its own 501(c)(3) tax determination and Board of Directors. OCF appoints the majority of the Board. The Executive Director is an employee of OCF, reporting to the President & CEO, and works closely with the GFF Board, the GFF family advisory council and OCF staff and departments. The GFF Board and the family advisory council play a central role in setting the context for the GFF Executive Director's work, including development of broad strategy and priorities, outlining expectations, developing and reviewing an annual work plan and evaluating the Executive Director's performance.

**Background and Opportunity**

The Gray Family Foundation is based on the values, beliefs, and lifework of John and Betty Gray, whose wide-ranging philanthropy and social contributions helped make Oregon the exceptional place it is today. Since 1997, the Gray Family has given over \$103 million to Oregon non-profits. More information about the GFF and its programs is available on its Web site at <http://grayff.org>.

John Gray was born in Ontario, Oregon and grew up in the Willamette Valley. He made his fortune as the president of Omark Industries, famous for its OREGON chain saw brand. He went on to develop such iconic Oregon properties as Salishan Lodge, Sunriver Resort, Skamania Lodge and John's Landing in Portland. An active and generous member of many communities and philanthropic organizations, John believed that giving back was one of the joys and obligations of success. Betty Gray's interests were also far reaching. She was deeply committed to childhood education, the arts, and supporting college scholarships.

The Gray Family Foundation was envisioned as a way for the next generation of the Gray family to carry John and Betty's philanthropic mission forward. The Foundation's adopted a vision statement to that end: "To support John and Betty Gray's faith in the human spirit through giving back to the systems that nurture all of us – our culture, our natural environment and our communities." John and Betty Gray's children and grandchildren are actively involved in this work.

Following on the foundational work of the GFF's first Executive Director, the next E.D. has the opportunity and the challenge of leadership in building civic stewardship in our communities. A successful E.D. will find tremendous satisfaction in thinking holistically about all the aspects of healthy communities. He or she will guide the board's discussions of long term strategy and goals, development of GFF policies, and advocacy efforts across the philanthropic, public and private sectors to encourage policy and values aligned with the GFF mission and promote innovation and change. He or she will responsibly manage grant programs that empower people to take action, and will leverage the impact of grantmaking through strategic convening, statewide networking, education, partnership and advocacy. This person will value diversity in Oregon and promote collaboration across organizations, communities, and sectors, especially in the environmental education field. The successful director will coordinate closely with the GFF board and OCF staff to develop an annual operating budget, operate technology systems to serve the foundation and its grantees, and provide a positive working environment for GFF staff. The Executive Director occupies a unique role in stewarding a

supporting organization, and the ability to communicate effectively among and across the GFF board and the OCF/GFF staff is critical to sustain the fruitful partnership with OCF envisioned in the founding of the GFF. The GFF and OCF alike are committed to being “learning organizations,” and the E.D. will foster an environment of rigorous thinking, good evaluation, and openness to new ideas. The GFF Executive Director will model the strong focus, commitment, persistence, ethical behavior and patience that is necessary to effective leadership.

The Gray Family Foundation currently has assets of \$40 million allocated among several funds, ranking it among the 20 largest grantmaking foundations in Oregon. The GFF anticipates awarding grants totaling approximately \$1.3 million in 2014. GFF funds and activities are directed toward support of key priorities of John and Betty Gray and the family, including environmental education, geography education, camp maintenance and Latino leadership. The GFF has agreements with OCF that provide it with a key role in directing additional resources for geography education and Latino leadership. The Board comprises five members, including three members appointed by OCF and two members appointed by the Gray family advisory committee.

OCF is the largest charitable foundation in Oregon and one of the nation’s largest community foundations by asset size. It serves diverse urban and rural communities across a state measuring more than 100,000 square miles. OCF is a publicly supported nonprofit corporation. It administers charitable funds created by individuals, families, businesses and organizations to support the community causes they care about. OCF makes grants or other distributions from the funds to nonprofit organizations principally in the state of Oregon. With a staff of 80, OCF currently manages over 1700 charitable funds with assets of over \$1.6 billion and makes annual awards of over \$70 million in grants and scholarships. In 2013 the foundation received over \$90 million in new gifts to expand and create funds. The foundation maintains its headquarters in Portland with regional offices in Bend, Eugene, Salem, Coos Bay and Medford, Oregon.

### **Position Description**

Status: May range from .8-1.0 FTE, Exempt

The GFF Executive Director is an employee of The Oregon Community Foundation. OCF is committed to equity, diversity and inclusion, and seeks to build a diverse workforce to promote effective work in partnership with all communities and population groups in Oregon. For each of its positions, the foundation seeks to hire staff with relevant experience, skills and aptitude; a commitment to the power of philanthropy and the common good; strong curiosity and the desire to continue learning; a collegial work style; a sense of humor; and the dedication to work hard toward the foundation’s mission of promoting philanthropy and improving the quality of life in Oregon.

### **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 an energetic advocate for partnerships and public policy supportive of the GFF mission and priority program areas: networking among potential partners, convening with an eye to collaboration, and spearheading efforts for positive change
- 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***

- Develop and oversee grant programs and activities that reflect the GFF interest areas, including Environmental Education, Geography Education, Camp Maintenance, and Latino Leadership.
- Supervise two staff in Environmental Education Program and other programs as needed.
- Work in close alliance with OCF departments (chiefly Grants & Programs and Advised Funds) 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 the GFF Board and OCF 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.**

### ***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 range is \$72-95K annually, depending on experience and FTE commitment. FTE may be negotiable between .8 FTE and 1.0 FTE.
- Excellent benefits, including health and disability coverage and retirement plan.

**Candidates should submit a resume and cover letter describing your interest in the position and your relevant experience. Applications must arrive by 5:00 p.m., May 23, 2014 at:**

The Oregon Community Foundation/GFF—ED  
1221 SW Yamhill Street, Suite 100  
Portland, OR 97205-6846

No phone calls please.

**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 – We are 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.