



Chief Executive Officer Job Description

Status: Full-time salaried exempt
Reports to: Board of Directors
Location: Portland, Oregon
Work Schedule: In-office and hybrid schedule
Compensation:
Annualized Salary Range: \$ 125,000 to \$ 140,000

Benefits: 1) Health benefits package includes medical, dental, and vision coverage; 2) basic life insurance plan of \$ 10,000 at no cost to the employee; 3) Long-term disability insurance coverage at no cost to the employee; 4) a generous PTO and holiday schedule; and, 5) retirement employer match.

Position Summary: The Chief Executive Officer (CEO) is the leader of the organization who ensures that the All Hands Raised (AHR) vision and educational equity mission is achieved through the efforts of a diverse team of high-performing community leaders, education practitioners, staff, and volunteers that keep educational equity as the filter for all decisions to improve student success. The CEO is responsible for AHR's organizational culture, financial and operational sustainability, and community engagement. Nonprofit management, evaluation, reporting, and operational success will be key metrics for the CEO.

The CEO brings the following competencies to support leading the organization and bringing systemic change to the educational environment:

- A natural convener and community builder, effectively facilitating discussions with diverse stakeholders.
- Effective communicator who values diversity of thought and centers the experiences of those most impacted.
- Strategic thinker who embraces a collaborative, open, problem-solving environment and can take vision into action.
- Leader of large-scale, complex, multi-disciplinary decision-making processes.
- Implementor of a forward-thinking staff culture that embraces change for the better.
- Knowledgeable about equity, collective impact, cradle-to-career partnerships, and system change with a determined and unrelenting focus on student success with measurable outcomes.
- Entrepreneur, innovator, and curious learner ready to adapt and pivot to meet short and long-term goals.

Key Responsibilities and Duties

Board Governance: AHR's Board oversees AHR's vision, mission, and organizational direction in collaboration with the CEO by setting priorities and supporting connections with donors and community partners. In addition, the Partnership Council brings together executive-level community leaders to discuss key issues and offer guidance on achieving system change.

Organization Mission and Strategy: Ensuring AHR's mission is fulfilled through programs, strategic planning, and community outreach. Understanding of the collective impact model to support the implementation of AHR's collective impact initiatives that carry out the organization's mission. Lead staff to operationalize, evaluate, and fulfill goals critical to successfully meet Strategic Plan outcomes with an ability to be strategic in making decisions with long-term ramifications that positively impact the organization's future.

Operational Performance: The CEO oversees all operations, finance, fundraising, programmatic, and administrative work critical to the organization. Supervising and motivating staff, building effective teams, and engaging in challenging conversations are necessary to implement AHR's long-term strategy to ensure the organization's revenue and organizational sustainability.

Organization Culture: The CEO is an effective and inspirational leader who builds, sustains, and grows a culture of inclusion, mutual respect, trust, and professional growth for the board, staff and community partners. The CEO motivates others by working at all levels of the organization, from staff to board to community partners, and through the national StriveTogether Network.

Knowledge, Skills and Abilities

- Support and build organizational plans and program development.
- Excellent interpersonal skills to facilitate community engagement and work collaboratively with diverse stakeholders.
- Adaptable and flexible given the complexity of community relationships, the educational system, and the philanthropic sector that can cause unexpected shifts.
- Understanding educational equity and the communities served by the organization's collaborative work with the various sectors, preferably from a lived experience.
- Communication skills to convey the vision of the organization's strategic future to staff, board, volunteers, and donors.

Qualifications:

- Experience with the administrative, operational, and aspirational roles of organizational management.
- 5+ year's experience in successfully managing a non-profit organization(s) and interacting with volunteers and diverse boards.
- Proven experience developing, securing, and maintaining new resources to support communities of color.
- Proven experience in developing, managing, and growing coalitions to advance the needs and priorities of youth and families of color in the educational sector.
- 5+ years of experience in maintaining an existing funding base, building new revenue by seeking new, and increasing current, local, and national philanthropic support.
- A working knowledge of non-profit accounting, financial statements, and fiscal management.
- Strong knowledge of fundraising strategies and donor relations unique to the non-profit sector.

- A demonstrated track record of promoting diversity, equity and inclusion in the workplace and representing these values with all community partners.
- Experience collaborating across multiple sectors including, non-profit, public, and private entities.
- Demonstrated experience in developing diverse and inclusive community partnerships towards a common goal.
- Demonstrated mastery of verbal and written communication skills with internal and external constituents.
- Demonstrated skills in conflict management to resolve varying opinions and perspectives that may impede progress.
- Demonstrated ability of bringing financial stability and sustainability to the organization.

Personal Attributes

- Uses an equity lens in making decisions that comes from an understanding of equity; preferably from a lived experience.
- Willing and able to bear high levels of responsibility, make decisions and be accountable.
- Shares information appropriately and involves the key internal and external stakeholders in solving problems. Willingly will admit to not knowing a specific task or duty and be open to asking for help in obtaining this knowledge.
- Problem solves from a positive standpoint.
- Maintains the highest standard of personal conduct and integrity in performing all duties.
- Listens to learn and values the opinions of others.
- Able to evaluate information quickly, identify key issues, and formulate conclusions based on sound, practical judgment, experience, and common sense.
- Knows how to say “no” gracefully and without antagonizing others.
- Possess multi-cultural intelligence, appreciation, and respect, and demonstrates an ability to value working with diverse co-workers, volunteers, and community partners.
- Creative, innovative, strategic, and energetic leader with an entrepreneurial spirit.
- Deeply believes in and is dedicated to the educational equity mission of All Hands Raised.
- Passion for public education and commitment to justice and equity for children, youth, and families of all races/ethnicities, cultures, neighborhoods, and backgrounds.

All Hands Raised is an equal opportunity employer without regard to race, ethnicity, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital stature, AIDS, pregnancy, childbirth or related medical conditions.