

Center Director

Sandy Community Action Center

Posted:

Location: Portland Metro

Closing Date: open until filled

Industry: Fundraising, Management, Nonprofit

Type: Part Time

Description:

CENTER DIRECTOR

SANDY COMMUNITY ACTION CENTER

.5 FTE

\$20.00-\$24.00/hr (depending on qualifications)

The Sandy Community Action Center (SCAC) provides food, clothing and energy assistance to people who reside in the Oregon Trail School District boundaries. SCAC is a member agency of the Oregon Food Bank. The Sandy Community Action Center is governed by a board of directors that meets monthly to set policy and provide direction to the director. We are valued and supported by the communities we serve. We received the Oregon Food Bank Innovation Award in June 2014 for our partnership with the Ant Farm, a local non-profit that works with youth on building relationships and civic engagement. We received a substantial grant from the Food Bank in June 2014 to assist us with an expansion of our food pantry. The Center received the Clackamas County Sustainability Award in 2016.

Our programs include food assistance through distribution of food boxes to over 800 families each month, clothing assistance, and energy assistance during the winter months. We partner with local churches to provide community meals and holiday food baskets. We place a high value on treating all of our customers, employees, volunteers, partners, and community members with respect and dignity. The board and current staff are working to expand our programs to reach the most vulnerable in our communities: residents who live in the outlying regions of our service area, seniors, seasonal workers and those with limited mobility or transportation. We fund our programs through private donations, support from local governments, resale of items through our thrift store, and donations from local businesses, churches and civic organizations. The Center currently employs a part time volunteer/program coordinator and a part time thrift store manager. Volunteers are a critical resource to provide customer assistance at our food pantry and thrift store. Volunteers provide over 18,000 hours of service a year.

The Ideal Candidate

The Sandy Community Action Center board of directors is seeking a half-time Center Director that can work with board, staff and volunteers to build programs, develop strategies to reach the most vulnerable in our communities, expand and strengthen community partnerships and broaden our fundraising. The Director will provide oversight to

a part time volunteer and program coordinator and part-time thrift store manager who are responsible for the day-to-day operations of the food pantry and Second Time Around thrift store. The Director will work with the board to ensure good governance of the Action Center and policy, fundraising and governance work of the board.

We are seeking a person with the experience to provide leadership at the Center that supports our core mission, respects our staff and volunteers, and moves the Center forward in improving services, deepening partnerships, and developing a sustainable funding program for the Sandy Community Action Center.

The new Action Center Director will be a proven leader, an excellent communicator, and a strong collaborator. A passion for the mission and our communities are essential. The director needs to have strong people skills and be comfortable with diverse populations including people who are experiencing homelessness or going through other stressful events. Whether the freezer breaks, a delivery doesn't come through, or a donor doesn't renew a gift, the director needs to be able handle a variety of different situations with thoughtfulness, flexibility, and resilience. On an average day, the director may need to direct staff, be a cheerleader for volunteers, and work with the board to meet our fundraising goals.

Specific skills needed include:

- ♣ 2+ years of experience that includes planning, fundraising, managing staff, overseeing finances, and working with boards
- ♣ Demonstrated ability to lead an organization through change and growth
- ♣ Experience developing and overseeing an organizational budget as well as multiple programs
- ♣ Successful experience in fundraising from a variety of sources
- ♣ Experience motivating and appreciating volunteers
- ♣ Demonstrated ability to lead and manage staff and boards and to foster teamwork among diverse groups of people
- ♣ Strong listening, public speaking and writing skills
- ♣ Experience in program development and oversight

Specific Responsibilities

Leadership and Board Oversight

- ♣ Assist board in development of a strategic plan to improve our service to the community.
- ♣ Lead staff, donors and volunteers to further the work of the Action Center and meet the shared objectives of the Center and our partners
- ♣ Work in partnership with the Board President and board committee chairs to support an engaged, effective board
- ♣ Maintain working knowledge of hunger and food equity issues as well as local social services and resources
- ♣ Develop and maintain reports and Center records

Fund Development

- ♣ Develop and execute annual fund development plan in partnership with the board to ensure that the organization has the funds to meet its goals
- ♣ Help identify, cultivate and solicit new individual donors and maintain a strong stewardship program for existing donors
- ♣ Help identify and secure foundation, corporate, government, and in-kind support

Operations

- ♣ Oversee hiring and performance of staff and consultants
- ♣ Work with the volunteer coordinator to develop strategies to recruit new volunteers and retain existing volunteers
- ♣ Maintain a strong, positive and professional working environment that attracts and retains qualified staff and volunteers
- ♣ Ensure overall facility maintenance and risk management

Community Resource Management

- ♣ Establish and maintain strong relationships with community organizations and government entities such as Oregon Food Bank, the City of Sandy, The Oregon Trail School District, Clackamas County, The Ant Farm and local businesses.
- ♣ Identify and develop strategic partnerships for programs and funding

Financial Oversight

- ♣ Oversee the creation of the annual operating budget, with input from Board and staff
- ♣ Manage revenues and expenses to meet budget targets
- ♣ Assure compliance with controls and regulations

QUALIFICATIONS:

Required:

- Demonstrated knowledge of and commitment to assisting to those in need, including experience with non-profit organizations and volunteers.
- Excellent oral and written communication skills, computer proficiency in MS Office, especially Word and Excel
- Knowledge and skills in fundraising and grant-writing
- Strong organizational and program development experience, budget development and volunteer and/or staff team-building skills
- Ability to work cooperatively with a governing Board of Directors
- Bachelor's degree or equivalent experience
- Valid Oregon Driver's License and driving record acceptable to the Center insurance carrier.
- Knowledge and skills in social media and ability to assist in website management

Desirable (a plus but not a must):

- Bilingual in Spanish and English
- Prior experience working with food assistance programs
- Familiarity with basic accounting and bookkeeping
- Experience communicating and collaborating with multiple agencies and organizations

Application Guidelines/Contact:

Instructions for submitting an application: applicants must adhere to these instructions to be considered for the position. Submit an electronic resume and cover letter to info@sandyactioncenter.org. The cover letter should highlight your motivation and qualifications for this position. Specify "Center Director Application" in subject line. Final candidates will be invited to tour the Center. Only electronic applications will be accepted.

Do not call the Center for information about this job. Please respect our staff and their focus on fulfilling the mission of the Center.