



**Executive Director  
Venture Portland  
Portland, Oregon**

Venture Portland means business.

Since 1986 Venture Portland has invested in the smart, strategic growth of Portland’s unique neighborhood business districts. These dynamic districts, which together make up a majority of the city’s businesses and nearly half of its jobs, play a vital role in Portland’s economic prosperity and collectively represent local, regional, national and international demand for goods and services. To learn more, please visit <http://ventureportland.org/about/>

Venture Portland (VP) is seeking an inspiring and innovative Executive Director who will possess a creative, strategic vision for the organization’s future. The preferred candidate will have current knowledge regarding the needs of local small businesses, business district associations, and possess a hands-on understanding of how political advocacy, diversity, equity, and inclusion and civic engagement play a major part in creating and keeping Portland a vibrant place to live, work, and thrive. The Executive Director is responsible for continuous improvement and growth of VP internally and across districts, oversight of program development, management of staff, board and organizational operations, and partnering with community stakeholders to achieve goals that support business district associations. Visionary leadership, understanding of sustainable business practices and business district development, and a commitment to inclusivity are essential requirements for this position. The ED serves as VP’s public face with partner organizations, government agencies, and other vital nonprofits.

**The Basics of the Executive Director role:**

- Recruit, hire, manage, and retain passionate, qualified staff and volunteers
- Partnership engagement, proven community-building
- Provide high-level training and technical assistance to neighborhood business districts
- Possess visionary and strategic thinking, planning, and follow-through
- Ability to work with a Board of Directors; facilitation and consensus building
- Support a strong Board of Directors; maintain and aid Executive Committee with consideration of new objectives, evolving needs, and varying priorities
- Strategic planning that includes creation and direction to meet VP’s objectives for today and into the future
- Advocate for neighborhood businesses and business districts at the City and State level

**We Value Partnerships:**

- Effective and engaging communication skills
- Build and maintain relationships with government agencies, business associations, nonprofits, volunteers, and other partners
- Actively seek out partnerships, opportunities, and best practices that keep VP responsive and vibrant

- Ability to work effectively in collaboration with diverse groups of people
- Experience facilitating diversity, equity and inclusion efforts
- Represent the mission and programs of Venture Portland

**We are a Membership Organization:**

- Program development is a primary component including staff and Board motivation and coaching
- Expand VP's networks and membership base
- Direct experience working in a 501(c)6 and/or a 501(c)3 organization
- Oversee high-quality member trainings, interest groups, and technical assistance services
- Support multi-channel communications re: upcoming events, programs, educational opportunities, and updates
- A Working Knowledge of Nonprofit Finance and Development:
- Passion for nonprofit membership organizations and fundraising
- Consider and recommend fundraising and revenue-generating activities to support VP's programs and services
- Develop and implement a fundraising plan and development budget
- Financial management skills, including budget preparation, analysis, decision-making, and reporting
- Donor cultivation, solicitation, and stewardship
- Oversee all accounting functions in coordination with the bookkeeper and Board Treasurer

**What We Offer:**

The Executive Director receives a competitive salary and benefits that include medical and dental, office parking pass, mileage and expense reimbursement, ten paid holidays, as well as PTO.

**How to Apply:**

Venture Portland is committed to partnering with underrepresented communities in order to expand and support Portland's commitment to diversity, equity, and inclusion. Candidates from all backgrounds are encouraged to apply.

Venture Portland's Executive Committee and key stakeholders are excited to fill this key position.

Applications may be submitted for full consideration to [vpjobs@ventureportland.org](mailto:vpjobs@ventureportland.org).

Please type "ED application" and your name into the subject line.

Only applications that include a resume, a cover letter describing your experience and skills that relate to the Executive Director position, and answers to the following 3 queries will be considered.

1. Please share 3 or 4 highlights about your experience leading a membership organization.
2. Please share your experience working with Portland's small businesses and business district associations.
3. What has been the most successful nonprofit partnership that you created? Please tell us about it: how you approached it and the measurable outcomes.

**Application Deadline:** Preference will be given to full applications received by start of business on March 23, 2020.