

Title: Executive Director
Employer: Stepping Stones Alliance, west Umatilla County, Oregon
Days/Hours: Full-time; Coordinated on-call hours
Location: On site and remote, as well as community engagement outreach
Supervision: Reports to Board of Directors, Stepping Stones Alliance
Pay: \$60,000-80,000 annual salary, plus benefits to be determined
Will start at minimum unless able to document significant related experience
Start Date: As soon as possible

Overview of Organization:

Stepping Stones Alliance (SSA), a 501(c)(3) located in west Umatilla County, Oregon, is preparing now to provide emergency overnight and transitional housing opportunities and services to the homeless that will strengthen individual readiness for permanent housing. The Stepping Stones Center will be a new facility when it opens in November/December 2022. Organizational development has occurred over the past three years, primarily through the efforts of the engaged volunteer board. This is a first-time hire for this position. See www.steppingstonesalliance.net

Position Overview:

The Executive Director will have responsibility for oversight of the Stepping Stones Center's operation, its achievement of defined performance outcomes and the goal of sustainability.

Major Areas of Responsibility and Duties:

Strategic Leadership

- Be a public face, spokesperson and an essential representative of the new Stepping Stones Center and Stepping Stones Alliance externally, as well as internally, onsite and across staff, volunteer and member relationships.
- Work with the Board of Directors to uphold the mission and values of the organization and ensure compliance with all state and federal non-profit regulations and mandates; communicate effectively with the Board enabling them to function properly and make informed decisions
- Work with municipal, public and private partners and the Board to develop program performance standards and client service outcome goals, supporting the development of a strategic plan characterized by community alliances and collaboration
- Establish and maintain mutually beneficial relationships with local, regional, state and national organizations whose missions and priorities align with Stepping Stones Alliance

Fundraising and Financial Management

- Assist the Board in efforts to fundraise and develop other revenue sources, including grants, annual events, private donations and other enterprise strategies, sufficient to ensure the organization's financial health and sustainability going forward
- Demonstrate executive level fiscal management skills that would support the expectation to submit to the Board a proposed annual budget, oversee operational expenditures within that budget and keep the organization in a positive financial position

Administrative Policy, Operations and Culture

- Ensure the development and maintenance of comprehensive, value-aligned policies and procedures in an Administrative Operations Manual, addressing each of Stepping Stones Center's programs, site maintenance agreements, and all functions of Stepping Stones Alliance operations
- Recruit, hire, onboard, evaluate and retain qualified staff and volunteers
- Supervise, collaborate with and support staff and volunteers in their efforts to be a well-functioning team; Ensure recognition of the contributions of staff, volunteers and Members
- Be a leading influence on the culture of the Stepping Stones Center; exemplifying inclusive, culturally sensitive attitudes, words and actions, and creating an atmosphere which fosters respect, order and motivation among staff, volunteers and Guests/Members of the Stepping Stones community
- Ensure promotion and documentation of Stepping Stones Member progress towards attainment of permanent housing goals. Their efforts would include service and contributions to Stepping Stones and the broader community.
- Carry out other duties as assigned by the Board of Directors

Preferred Qualifications:

Skills and abilities

- Excellent verbal, written and electronic communication skills
- Bi-lingual (Spanish) a plus; or experience effectively utilizing translation services
- Management experience in a variety of settings and knowledge of resources designed to build self-reliance and independence among individuals
- Administrative and management skills including: leadership, program operations, fiscal and personnel management including supervision
- Ability and willingness to submit to a background check, when requested, as part of the application process (standard procedure for all Stepping Stones staff and volunteers)
- As part of the application process, the ability to pass an initial drug test and future random drug testing

Education and/or Related Experience which gives evidence of significant preparation, work-based experience and/or ability to fulfill the responsibilities of the Executive Director

Application Requirements:

- Submit a cover letter and resume fully presenting qualifications and motivation
- Submit proof of relevant professional, educational credential(s) or licensing
- Submit contact information for three (3) references. One or more must be an employment or professional reference.
- Submit the above requested information to: steppingstonesalliance@gmail.com