

Youth, Rights & Justice

ATTORNEYS AT LAW

Our Mission: *Defending the rights of vulnerable children and families in Oregon.*

Executive Director Job Description

Status: Regular Full-time, Exempt (salaried)

Reports to: Board Chair, on behalf of the Board of Directors

Summary: The Executive Director is the chief executive officer, responsible for leading YRJ in implementing its mission and managing the organization. Key areas of responsibility are: vision and strategic development, team leadership and staff management, communications and advocacy, resource development, Board relations and support, financial management, and programs and operations.

Essential Functions:

Vision and Strategic Development

- Lead YRJ's vision and strategic development in partnership with the Board of Directors (the Board) and management team, with opportunities for staff input.
- Lead strategic plan implementation including opportunities to celebrate accomplishments, reflect on lessons learned, and adapt plans as conditions change.
- Build organization-wide communication systems and alignment around YRJ's shared vision and priorities.
- Remain abreast of trends that are shaping YRJ's operating environment, such as developments in law, public policy, philanthropy, and demographics.
- Cultivate and maintain productive relationships with partners and stakeholders including schools/school districts, community organizations, funders, legislators, Department of Human Services, Oregon Youth Authority, trial and appellate courts, Oregon Department of Justice, and Multnomah County District Attorney's Office. Identify opportunities to collaborate on shared goals.

Team Leadership and Staff Management

- Foster an organizational culture that reflects YRJ's values of collaboration and innovation, and its commitment to diversity, equity and inclusion.
- Hire, develop, support, and retain staff, ensuring opportunities for performance feedback and professional development; manage staff separation as necessary.
- Support and empower managers in their evolution as a cohesive management team with shared responsibility for supervising, developing, and supporting staff.
- Honor and effectively work with staff of all backgrounds and identities, particularly those who are underrepresented in the state and/or at YRJ.
- Ensure up-to-date job descriptions, orientation, training, and annual performance evaluations for all staff.
- Ensure compliance with personnel policies and establish a positive, healthy and safe work environment in accordance with appropriate laws and regulations; ensure that YRJ's HR practices are trauma-informed.

Communications and Advocacy

- Lead and coordinate YRJ's legislative agenda.

- Engage in advocacy at the local and state levels to advance YRJ's mission and work for systemic change.
- Ensure effective external communications and serve as YRJ's primary external spokesperson.

Resource Development

- Ensure a diversified fund development strategy in partnership with the Development Director and the Board; participate in developing funding proposals, and in cultivation and solicitation activities.
- Develop and maintain relationships with funders including the Office of Public Defense Services (OPDS), other government agencies, corporate sponsors, individual donors, and foundations.
- Negotiate and manage the OPDS contract and other government contracts.

Board Relations and Support

- In cooperation with Board leadership, plan and implement effective Board meetings and planning sessions.
- Assist with Board recruitment to advance YRJ's mission and priorities; work in partnership with Board officers to ensure effective Board member orientation, integration, and evaluation.
- Ensure that the Board is well informed on critical issues relating to YRJ and its objectives.
- Ensure that committees have adequate staff support to fulfill their responsibilities.
- Foster productive relationships and teamwork between the Board and the management team.

Financial Management

- Ensure an appropriate accounting system and implementation of financial management practices based on Board-approved financial policies.
- With the Finance Committee, develop an annual budget for Board approval; monitor and prudently manage resources based on the budget.
- Ensure the development of financial statements for regular review by the Finance Committee and the Board; ensure an annual audit of financial statements.
- Ensure that YRJ remains in compliance with funder requirements and applicable laws.

Programs and Operations

- Oversee the planning, implementation and evaluation of YRJ's programs, services and special projects; ensure that programs, services and special projects contribute to YRJ's mission and reflect YRJ's strategic priorities and values.
- Ensure adequate facilities and technology resources for YRJ's administration and smooth operation.
- Identify and evaluate the risks to YRJ's people (clients, staff, management, volunteers), property, finances, goodwill and image. Implement measures to manage risks.

Work Environment:

The YRJ office is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Some evening and weekend work is required, e.g., for Board meetings, special events, networking, and planning workshops. Out-of-town travel is required from time to time, including frequent visits to Salem when the legislature is in session..