



Social Venture Partners Portland

Executive Director

Position Description

Social Venture Partners Portland (SVPP) is a 501(c)3 non-profit organization comprised of engaged citizens committed to achieving measurable social change in the four-county area surrounding Portland, Oregon. Our partner teams give time, money, and expertise to strengthen innovative non-profit organizations and develop strategic solutions to community problems. We are a volunteer organization; the Executive Director is our primary staff position, although we may add a clerical position in the future to support the activities of the Executive Director based on need.

Position Objective: Drive SVPP over the next three years to be perceived as a leader in Portland's philanthropic community by —

- Building our partner community, connecting every partner to the work and success of SVPP;
- Working directly with the board to develop the strategy and tactics to grow partnerships and annual contributions;
- Begin fundraising efforts outside the partnership;
- Organize stimulating events to keep partners engaged in SVPP and provide opportunities for high levels of interaction between partners;
- Performing outreach, in conjunction with partners, to the local grant making community;
- Coordinating internal and external communication activities;
- Managing the internal operations of the organization to define processes and track activities.

Responsibilities

Partner coordination

- Build personal "connections" to ensure each partner is engaged to their desired level, working with the Board and Team Leads to match partners with volunteer opportunities.
- Work with our Investment and Volunteer Teams to ensure the highest possible rate of success of our grants in the community.
- Conduct periodic surveys to measure partner engagement and discover causes of dissatisfaction; identify and propose opportunities for improvements.

Recruiting

- Manage information inquiries and meetings with people interested in SVPP.
- Meet with and provide SVPP information to prospective partners, follow-up with interested parties, maintain a database of partner information, write thank you notes, etc.

Fundraising and outreach

- Direct external fundraising activities by preparing and submitting grant requests.
- Along with key board members, represent the organization in local and national settings (meetings with corporations, grant making organizations, SVPI, etc.).

- Develop a network of community resources that can assist SVPP in its grant making activities (corporate funding of partnerships, pro bono partnerships as needed).

Communications

- Internal: communications to partners through email; provide input on newsletter development.
- External: work with appropriate partners on public affairs, community perception, branding (i.e.: prospective partner information, web site, grant guidelines, etc.)
- Ensure timely updates to, creation of new content for and further technical development of the SVPP website.
- Work with volunteers and our PR firm to develop a professional image for all materials.

Internal operations

- Provide continuity of SVPP values and processes and expertise on grant making community to Investment Team and Volunteer-team Leads Team.
- Evaluate, track and document use of grant funds and volunteer consulting activities in conjunction with Volunteer-team Leads.
- Maintain databases of partners, prospective partners and partner skills.
- Develop written procedures for basic operating processes (membership services, renewals/invoicing, gift acknowledgement, data management).
- With the Membership committee, plan and execute SVPP partner recruitment events.
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- Manage SVPP's day-to-day responsibilities and budget.

Qualifications: We are looking for a person with demonstrated leadership skills who can guide and influence an organization, think strategically, and work in a collaborative manner with the various constituencies. Qualified candidates will be able to work independently and take the initiative to further our goals by identifying opportunities and recommending courses of action. Because recruiting new partners is such a large component of this position, candidates should be very comfortable interacting with prospects in a variety of business and social settings. Specific qualifications include:

- Bachelor's degree required
- Minimum of ten years of related work experience; experience in management and recruiting; non-profit sector experience a plus, but not required
- High level of written and verbal communications skills
- Administratively independent
- Personable, "people" person who can engage people and their interests
- Highly organized, able to handle multiple tasks at one time
- Proficient with Email, Internet, and MS Office applications
- A willingness and ability to operate both strategically and tactically
- We will consider both full-time and less than full-time applicants

Application Process: Applicants should submit resume and cover letter via email to jean@svppportland.org or by regular mail to the following address no later than December 31, 2006.

Social Venture Partners Portland
205 SE Spokane Street
Suite 392
Portland, OR 2002
www.svppportland.org

Competitive salary/benefits package to be customized to the needs and experience of the successful candidate.