



## **Executive Director Position Announcement**

- ABOUT BECOME** Become is a career and life skills personal development program serving young women in their teens and twenties.
- OUR MISSION** Create a community of self-assured young women who are empowered to confidently pursue their educational and career choices.
- OUR PURPOSE** Help young women live lives directed by choice, rather than circumstance or societal pressures.
- OUR PARTICIPANTS** The young women we serve come from a variety of social, economic and ethnic backgrounds. We believe in the power of bringing together a diverse group of young women in an environment that fosters respect, and encourages participants to learn from each other's differences while also discovering what they share in common.
- POSITION** Executive Director
- COMPENSATION** This is a full-time position with a salary range of \$40,000 - \$65,000 depending on experience and qualifications.
- RESPONSIBILITIES** The executive director is responsible for the overall success of the program including ensuring that the program is held to the highest level of standards. Responsibilities include:
- ❑ Operational management including budgeting, fiscal management and reporting
  - ❑ Oversight of fundraising including planning, pitching and implementation of sponsorships, foundation grants, individual donor programs and events
  - ❑ Management of staff including recruitment, supervision and evaluation
  - ❑ Management of board meetings for board of directors and board of advisors
  - ❑ Participation/oversight of the program development and program outreach
  - ❑ Oversight of marketing and communications

- QUALIFICATIONS** The executive director must believe in and uphold the mission of the organization. Qualifications include:
- ❑ Ability to inspire passion for Become within the community, with the instructors and all participants
  - ❑ Experience managing start-up organizations, going through rapid growth
  - ❑ Understanding of non-profit organizations including budgeting practices, fundraising and administration of foundation grants/contracts
  - ❑ Resourceful in promoting the program in unique & creative ways
  - ❑ Exceptional follow through skills – able to take an idea from the concept stage to implementation & execution
  - ❑ Excellent communications skills; an inspirational public speaker with storytelling abilities and a talent for turning inspiration into action
  - ❑ The ability to relate to women of all ages, including high-school and college-aged young women
  - ❑ Positive attitude
  - ❑ Calm and resourceful under pressure

**CHARACTER TRAITS** The executive director must have complementary character traits and values. This person must believe in the power of change and in each woman’s right, ability and responsibility to take charge of her life. They must embrace diversity, and be able to relate to a wide range of personality types, always expecting the highest level of potential in each person.

- HIRING CRITERIA** The following criteria must be met to apply for this position:
- ❑ Bachelors or Masters degree preferred or ten years of relevant experience
  - ❑ Previous experience at a director level or above
  - ❑ Prior experience in fundraising; proven track record building revenue through a number of sources, with an emphasis on long-term sustainable growth
  - ❑ Proven ability to manage a small group/organization of under \$1M to the next level and beyond
  - ❑ Highly developed organizational skills with excellent follow through
  - ❑ An excellent communicator; public speaking experience
  - ❑ Proven ability to recruit, develop and manage a small staff including day-to-day human resource issues
  - ❑ Ability to work an occasional evening or weekend

**PROCESS** Qualified applicants must apply before July 1<sup>st</sup> via email or mail to:  
Become  
322 NW 6<sup>th</sup> Avenue, Suite 200  
Portland, OR 97209  
[Info@BecomeX.org](mailto:Info@BecomeX.org)

**WEBSITE** [www.becomex.org](http://www.becomex.org)