



**Position Announcement
Executive Director
Oregon State Capitol Foundation
Salem, Oregon**

Released February 8, 2016

Due by March 4, 2016

INTRODUCTION

The Oregon State Capitol Foundation (OSCF) formed a new governing model on September 1, 2015. With this new model, the organization is now ready to hire our first .75 FTE Executive Director.

The Executive Director will coordinate operational and administrative work plans in coordination with the OSCF Board and Committees, the Oregon State Capitol Legislative Administrator (a State of Oregon employee), and all community partners and donors. At times, the Executive Director will work closely with legislative staff and in the Capitol. The Executive Director must work within and abide by all applicable rules regarding the Oregon State Capitol. The Executive Director will report directly to the Chair of the OSCF.

The Executive Director will provide full administrative support and leadership, and has overall accountability for implementing the strategic direction for all OSCF programs, expansion, fundraising, and execution of its mission. The Executive Director will develop a deep knowledge of the Capitol's heritage, the *Capitol History Gateway* project, and the OSCF's relationship with the Legislative Administration Committee and agency operations, while building relationships with donors, corporations, foundations, and individuals.

OVERVIEW OF OREGON STATE CAPITOL FOUNDATION

Founded in 2006, and appointed by the Legislature, the OSCF is dedicated to preserving the civics, history and stories of the Oregon State Capitol, educating the public, and promoting the importance of investing in and caring for the State Capitol building and grounds. The mission of the OSCF is to preserve the civics, history and stories of the Oregon State Capitol, to educate the public, and promote the importance of investing in and caring for the State Capitol and grounds. A recent 4th-grade visitor said it best: "When I visited the Capitol, my head got full of Oregon." The OSCF connects Oregonians, young and old, to their Capitol and state history.

The Oregon State Capitol is one of Oregon's premier tourism destinations, attracting nearly 200,000 visitors annually, from school tours and special interest groups to international travelers. The building is also a significant historical site. History has been and continues to be made in this building, and its architecture, public art, and historical artifacts and spaces can be used to make that history come to life and tell the story of democracy in Oregon.



The Capitol History Gateway project began in 2009 with the sales from a new license plate, Pacific Wonderland, dedicated to benefit a new history center at the State Capitol. The OSCF shares 50% of the license plate sales with the Oregon Historical Society. This resource began the launch of the Gateway project managed by the Legislative Administration and funded by the OSCF. The primary goal of the Gateway is to motivate Oregonians to get involved in Oregon's democracy, with a secondary goal of inspiring an interest in Oregon history, especially the history of our state government. The Gateway serves as a lens through which visitors can examine and clarify their understanding of the relationships of the State Capitol to the Oregon Story and encourage participation in the future of our state.

Phase one implementation began in November 2012 and created an interpretive center in the Capitol. It included formation of a statewide advisory committee, interpretive plan development, display case exhibits, Gateway brand development, programming and community events, and website content development.

The OSCF is committed to developing a sustainable organization. The exhibits, educational training/materials, and events are funded with Pacific Wonderland license plate funds, as well as by individual and business donations, sponsorship programs, and grants. The OSCF has also established an endowment fund, future gifts society, annual giving program, and began seeking funding from private foundations. These plans will assure that years from now, the lessons learned about getting involved in democracy, and programming to inspire interest in Oregon's history, are still offered to all visitors.

SPECIFIC DUTIES

The Executive Director shall perform the duties as generally set forth herein and any other as OSCF may from time to time, deem necessary, including:

Leadership & Management (35%)

- Ensure ongoing local programmatic excellence;
- Rigorous program evaluation;
- Consistent quality of finances and administration;
- Meet fundraising goals;
- Development, implementation, execution, and maintenance of a comprehensive Strategic Plan aimed at achieving the Foundation's mission;
- Development and recommendation of communications, systems, timelines and resources needed to achieve the strategic goals;
- Coordinate effectively with the Legislative Administration staff including the Legislative Administrator, Visitor Services Supervisor, and others as needed;
- Actively engage and energize OSCF directors, volunteers, committees, alumni, partnering organizations, and funders;
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee; seek and build board involvement with strategic direction for short and long range plans;
- Ensure effective systems to track project milestones and contractor performance, communications and fundraising; regularly evaluate program components and effectively communicate progress to the board, funders, and other constituents;
- Responsible for managing the database and financial accounting system;



- Oversee, manage and monitor the financial health of the organization including bookkeeping, regular financial reporting, and the budget development;
- Responsible for providing all the administrative services required to execute the duties of this contract and the operations of OSCF; and
- Work with the board to develop and implement a sustainable budget and efficient operating model for the organization.

Fundraising & Communications (30%)

- Development, implementation, execution, and maintenance of comprehensive Development and Communications Plans to support the achievement and advancement of OSCF's Strategic Plan;
- Expand revenue generating and fundraising programs to support existing efforts and increase Endowment Fund and legacy giving support;
- Deepen and refine all aspects of communication tools and distribution opportunities with the goal of creating a stronger volunteer and financial support network;
- Use external presence and relationships to leverage new funding opportunities; and
- Responsible for developing and managing all appropriate grants and sponsorship proposals.

Planning & Community Engagement (35%)

- Work collaboratively with community partners, Legislative Administration, Visitor Services, the Capitol History Gateway, and others to build, promote and implement a comprehensive events and outreach plan;
- Build new relationships with funders, and political and community leaders throughout Oregon;
- Work closely with legislative staff and community partners to enhance and promote the State Capitol in accordance with established plans to increase attendance and visitors;
- Work in collaboration with other organizations whose goals are similar and whose work complements OSCF; and
- Develop and manage all marketing and communication materials including the quarterly newsletter, monthly email alerts, website and social media; and staff the marketing committee.

COMPENSATION

The annual salary for the .75 FTE is \$50,000 to \$60,000 DOE with prorated benefits.

OSCF embraces diversity and does not discriminate on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation.

QUALIFICATIONS & REQUIREMENTS

EXPERIENCE & EDUCATION:

- At least 10 years of overall professional experience and or a combination of professional experience and a BA or related advanced degree;
- Non-profit management;
- A track record of effectively leading a performance and outcomes-based organization and staff; specific examples of having developed and implemented strategies that have taken an organization to the next stage of growth;
- Unwavering commitment to quality programs and data-driven program evaluation;



- Excellence in organizational management with the ability to coach staff, manage, and effectively collaborate with others; set and achieve strategic objectives; and manage a budget;
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and identify potential new members;
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

COMMITMENT: The Executive Director must understand and be thoroughly committed to OSCF's mission.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill and ability in leading the strategic development and growth of a non-profit organization;
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making;
- Familiar with common computer programs (MS Word, Excel, databases, Email, Constant Contact, QuickBooks, etc.) and the ability to quickly learn new computer programs;
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus among differing opinions;
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser;
- Successful track record of working with a diverse team;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning;
- Ability to work effectively in collaboration with diverse groups of people;
- Energy, idealism, integrity, positive attitude, mission-driven, and self-directed;
- Ability to work independently;
- Experience writing proposals, grants, fundraising and marketing materials;
- Proven track record for maintaining relationships with donors and stakeholders;
- Proven experience developing and managing all phases of a successful fundraising program with limited resources; and
- An understanding of the complexities of working in the State Capitol, with Legislative Administration and our elected officials.



HOW TO APPLY

On or before March 4, 2016, send the following via email to the attention of Joan Plank, c/o Sharon Leighty & Co. Joan Plank is the Vice-Chair for the Oregon State Capitol Foundation and Chair of the Executive Director Search Committee.

Oregon State Capitol Foundation
Joan Plank, Vice Chair
c/o Sharon Leighty & Co. at sharon@sharonleightyconsulting.com

- Cover letter highlighting how your qualifications fit the position announcement and why you are the best person for the position.
- Include a resume with your qualifications and experience, and contact information for at least 5 current references.

The goal is to finalize the hiring of the Executive Director by May 4, 2016. We will begin reviewing proposals on March 11, 2016 with interviews planned April 13-15, 2016. The interactive interview process will provide candidates the opportunity to meet the board and other stakeholders. We project a start date by July 1, 2016.

For more information visit www.oregoncapitolfoundation.org or call Sharon at 541-408-5060.