



The Inn

Position Announcement – Executive Director

Salary: **\$75,000–\$85,000 plus health benefits, 403(b) retirement plan and PTO**

Status: **Full-time, exempt**

Location: **Clackamas County** (Portland Metro), Oregon.

We will begin screening applications on **Friday, September 21, 2018, at 12:00 pm**. The position will remain open until filled.

This is an amazing opportunity to give children, youth and families the path to a healthy future!

About The Inn

For nearly 50 years, The Inn has worked diligently and creatively to expand possibilities for youth and their families. Through our transitional housing and residential housing programs in Clackamas County, The Inn serves homeless teens and young adults, young mothers and their children, youth transitioning out of foster care, and youth with psycho-social, emotional or behavioral disorders.

The Inn develops the whole person through strength-based programs focusing on life skills development, life experiences, and family and responsibility. The people we serve acquire the basic skills they need to be successful in their lives.

In this past year, we served over 60 children, youth and families, often in long-term and extensive ways. The Inn has an annual operating budget of \$1,200,000. We are a mission-centered and participant-driven organization with a staff of 24 that is dedicated to working hard to help create real change in people's lives. For more information about The Inn, please visit www.theinnhome.org.

This Executive Director Opportunity

Due to the recent departure of our Executive Director, we are seeking an experienced and innovative leader to build on our proud history of service and to grow The Inn in new creative ways to respond to changing community needs. This is an incredible opportunity to lead a diverse team of mission-driven staff in providing crucial services to people at the most vulnerable times of their lives. This is a chance to help children and youth transition successfully to adulthood and to help families remain intact and become healthy.

Qualifications, Experience, and Capacity

Our next Executive Director will be:

- An experienced leader (at least 5 years) at the executive, senior manager or program manager level with strong skills in innovative program design.
- Able to build dynamic relationships with donors, community leaders and potential supporters, and experienced in managing mutually beneficial relationships with partner organizations.
- Experienced developing and leading a fund development program, soliciting grants and donations from corporations, foundations and individuals.
- A flexible leader who models engaging and constructive leadership.
- A great listener who is approachable, collaborative and dependable.
- Skilled in responding to RFPs and managing relationships with key funders.
- Experienced in working with extensive regulations and within strict compliance regimes.
- A talented writer with great communication skills who can connect with diverse populations.
- Experienced with financial management, including managing complex budgets with multiple funding streams.
- Comfortable in identifying appropriate technology for an organization, program or project.
- A good delegator who provides strong supportive oversight and excels in empowering staff.
- Experienced in working with and supporting a board of directors and building its capacity.

Ideally, our next Executive Director will also have:

- Nonprofit leadership experience.
- Experience with children, youth and young adults in difficult life situations.
- Strong experience with transitional housing and/or residential treatment programs.
- Knowledge of how politics work on the local and state levels.

How to Apply:

Please submit an application packet that includes:

- A cover letter explaining how your qualifications, experience, and passion make you the right candidate for the next Executive Director of The Inn.
- A detailed resume that speaks to the qualifications listed above.
- The names, contact information and professional affiliations of **four professional references**.

Please send your materials to jmiller@theinnhome.org with "The Inn Executive Director" in the title.

Timeline:

The position will remain open until filled. However, **we prefer to receive applications by 12:00p.m. on September 21, 2018**, when we will begin reviewing them. Screening and interviews are scheduled to begin the first week of October, with successive rounds of in-person interviews held the weeks after. We project a start date in mid to late November.