



Philomath Community Services  
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(541) 929-2499

## **Hiring for Executive Director**

Philomath Community Services (PCS) is passionately committed to providing essential services necessary for improving the health and well-being of our neighbors in western Benton County. This is an exciting opportunity to provide vital services to our vulnerable individuals and families. PCS is a unique organization that provides services through five programs: Philomath Food Bank, June's Kids Closet, Lupe's Community Garden, Philomath Community Gleaners, and Holiday Cheer.

We are seeking a highly-skilled and experienced non-profit Executive Director to manage and oversee the administration our programs, operations, and strategic plan. The right candidate must be ready to provide excellent leadership for our day-to-day operations, build and model an efficient organizational culture, provide inspired leadership to our organization, establish an effective working relationship with the PCS Board of Directors (BOD), and set a course for organizational strategy to position us to meet future needs.

The Executive Director of PCS will report to and work collaboratively with the BOD and will provide the leadership required to not only maintain current operations at PCS but also to look to the future for increasing our partnerships, provide innovation, and impact. The Executive Director is accountable for ensuring that all PCS strategies are implemented successfully, including those related to operations, budgeting, fundraising, marketing, infrastructure, and programs. The Executive Director is the face of the organization and will represent PCS to all current and potential stakeholders.

### **Infrastructure and Operations:**

Provide oversight for the daily operations of the five PCS programs and improve the collaboration among the programs.

Provide an onsite presence to interact with volunteers, clients and the public.

Evaluate and strengthen the organization's structure, processes and programming.

Create and track metrics for the organization's performance and efficiency.

Improve efficiency and coordination of volunteers, and provide resources, training and recognition.

Oversee facility maintenance and workplace safety to protect employees, volunteers, vendors and partner agencies, and to safeguard all fixed assets of the organization.

Oversee the planning and execution of disaster preparedness and response operations, in conjunction with BOD and Program Managers.

Collaborate with the BOD to develop and carry out short- and long-term goals, and strategic plans, including implementing effective decision-making processes to achieve them.

Work with the PCS Treasurer to provide fiscally sound management and fiduciary oversight for short- and long-term financial viability, including oversight and management of resources and budgets.

Ensure that PCS is in compliance at all times with all relevant state and federal laws, regulations and with standard accounting practices.

Comply with the PCS Code of Ethics and guiding principles of integrity, honesty, and respect.

Maintain a culture of compassion, integrity, inclusiveness, and positivity.

### **Fundraising and Development:**

Develop and execute annual fund development plan to ensure that the organization has the funds to meet its current needs. Analyze and estimate any anticipated future needs and develop a plan to meet those needs.

Oversee and track grants, ensuring compliance with all stated requirements.

Prepare funding reports for BOD, grantors, and external partners.

Formulate and execute comprehensive marketing, branding, direct mail and development strategies that will ensure consistency throughout PCS and enhance revenue from all donor levels, foundations, government agencies, grants, and corporate partnerships.

**Communication and Outreach:**

Maintain, promote and provide visibility for PCS by serving as a credible, articulate, and effective spokesperson, in person and in writing; reinforce and build positive understanding of and reputation for the work of the organization; serve as a spokesperson and advocate for the people served by the organization.

Build effective partnerships with organizations and individuals working in PCS's areas of interest.

**Professional Qualifications (Required):**

3 years of experience in an equivalent management position.

Leadership experience in the nonprofit sector.

A proven history (3-year min.) of successfully generating new revenue streams and improving financial results.

Excellent donor relations skills and understanding of the funding community.

High level strategic thinking and planning; keen analytic, organization and problem-solving skills.

The ability to set clear priorities and deadlines, monitor and report on progress, and meet established deadlines.

Excellent communication and interpersonal skills, both written and verbal. Enjoys public speaking and is enthusiastic about the opportunity to be the spokesperson for PCS.

Strong financial management skills, including budget preparation, analysis, decision making and reporting.

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.

Ability to manage multiple tasks simultaneously while making efficient and sound decisions.

Ability to work with BOD and Program Managers that possess diverse skills and personalities.

Values diversity, integrity, respect and inclusiveness.

Has a passion for promoting the mission and vision of PCS.

Proficient in use of Microsoft 365.

**Preferred Qualities:**

Bachelor's degree in business management, nonprofit administration, or related field.

Experience overseeing food bank operations, logistics, and food procurement and distribution processes.

Experience in leading a capital campaign.

Experience using QuickBooks.

**Benefits:**

State Holidays

Paid time off

Health insurance

Salary: \$50,000. Funding is guaranteed for one year, future funding will be incorporated into the fundraising duties of the E.D.

**To Apply:**

Submit: Resume, Letter of Interest, provide 3 professional references to [hire@philomathcommunityservices.org](mailto:hire@philomathcommunityservices.org) or mail to P.O. Box 1334, Philomath, OR 97370. Closing Date: Nov. 13, 11:59 pm