

The Intertwine Alliance Position Description

Position Title: Executive Director

Status: Full-time (40 hours per week), Exempt

Reports to: Board President on behalf of the Board of Directors

Accountable to: Coalition Partners

POSITION SUMMARY:

The Executive Director has overall strategic and operational responsibility for advancing TIA's mission, vision and values. Areas of responsibility include: strategy development and implementation in partnership with board, staff and coalition partners; fundraising and communications; board partnership; organizational culture; management and administration.

ESSENTIAL FUNCTIONS:

Strategy Development and Implementation

- Based on our Strategic Plan, engage TIA partners and other community stakeholders to implement our shared goals, identify funding opportunities, and deliver outcomes on the ground
- Work with the board and staff to create a focused and concise annual work plan that allows TIA to accomplish a few priorities very well; lead and/or support committees to implement
- Ensure convenings and other forms of engagement that: continually strengthen relationships and build trust across the coalition, affirm our shared vision and priorities, and invite participation
- Advocate on behalf of partners and our shared strategy, track progress, and celebrate successes
- Connect elected officials and business leaders to our powerful shared vision and the collective benefit of working together to implement
- Proactively assess opportunities on topics such as equitable investment, conservation and biodiversity, funding for operations and stewardship, transportation funding for trails, etc.

Fundraising and Communications

- Lead the development and implementation of a diversified Resource Development Plan to ensure TIA's viability and sustainability
- Mobilize a network of organizations, businesses, and individuals that can be called upon to support investment opportunities
- Continue to evolve the value proposition, clarifying and highlighting measures of success to retain current partners and attract new partners
- Provide public education on what our vision will achieve
- Be the face of the organization in a variety of settings including serving on local, state and national committees that advance TIA's values and agenda

Board Partnership

- Leverage board member engagement in the advancement of TIA's mission, vision and values
- With the Development Committee, engage board members in fundraising strategy and execution

- With public sector advisors, clarify the role of the Council of Advisors
- Facilitate board growth and development, including the onboarding of new board and committee Members
- Provide ongoing board training to empower members to support the organization's strategy, goals and operations

Organizational Culture

- Serve as a model and foster an organizational culture that reflects TIA's values of Diversity, Equity Inclusion, Collaboration and Innovation
- Champion and continue to operationalize the DEI work of the board and staff
- Inspire staff and board to work at their highest level and help hold them accountable

Management and Administration

- Lead, support, sustain and inspire the staff to reach individual and collective goals; ensure compliance with HR requirements
- Oversee finances including budgeting, forecasting, reporting and cash-flow management; coordinate with payroll and accounting services
- Ensure that TIA has adequate facilities and technology to achieve its purposes
- Ensure compliance with applicable laws, regulations, and funder requirements

Transportation Information

The Executive Director attends meetings and events across our four-county region (Multnomah, Washington, Clackamas and Clark). TIA values active transportation and public transportation, and can provide access to a Car2Go account and/or a transit pass for certain situations.

