



# AFRICAN AMERICAN LEADERSHIP FORUM

PORTLAND

## PORTLAND AFRICAN AMERICAN LEADERSHIP FORUM

### **JOB POSTING**

(To apply, please follow instructions at the end of this job description, and submit all materials electronically to [STAFF@aalfnw.org](mailto:STAFF@aalfnw.org))

## **DIRECTOR**

**JOB OPENING DATE: MONDAY, DECEMBER 8, 2014**

**JOB CLOSING DATE: FRIDAY, JANUARY 16, 2015**

The mission of the Portland African American Leadership Forum (PAALF) is to **leverage the power of our community's combined resources to advance the vision of a connected, thriving, resilient Black Community.** We do this by **convening the Black Community** to discuss issues of importance, share ideas, foster collaboration and engage democratically in PAALF; facilitating strategic interaction and cooperation among Black organizations and individuals towards a unified action agenda; advocating for and proposing effective public policy solutions to the challenges facing the Black Community (in education, housing, economic development, civic engagement, administration of justice and other areas) in a manner that builds self-determination and accountability of institutions, eliminates racial disparities; promoting civic engagement and political participation and leadership by Black people; developing transformative leadership skills and capacity amongst the Black Community; collecting data, engaging in research and publishing reports that provide an ongoing analysis and evaluation of the condition of the Black Community; supporting community efforts to preserve and enhance the historical and cultural contributions of Black people; and applying a community centered, anti-oppression, non-violence lens to all our work.

PAALF's work addresses the unique and interrelated issues of poverty and disparities in the areas of housing and economic development, education, health, as well as leadership and civic engagement through a collaborative, intergenerational leadership model. PAALF brings Black leaders together to move our community further, faster.

PAALF has an **immediate opening** for a **Director**. This is a full-time position that will report to the Executive Committee, represented operationally by the Executive Co-Chairs who will provide direction to the Director.

## **POSITION DESCRIPTION**

The PAALF Director is responsible for the development and maintenance of the organization, from both operational and strategic standpoints, under the guidance and direction of the Executive Committee. The ideal candidate is a strategic facilitator who embraces a servant-leadership model, in which the highest purpose is to foster the success of others. The success of the committees is the mark of a successful Director.

The work of PAALF occurs through its committees. Therefore, in addition to providing appropriate support, the Director must distribute the work to the right channels, provide ample opportunities for advancement of its members, build a strong sense of community, and maintain alignment with the PAALF vision, mission, and values throughout all levels of the organization.

The PAALF Director must be able to communicate effectively across a diversity of interests, expertise and perspectives in order to ensure an inclusive, intergenerational space. Effective communication also means having a keen sense of who needs to know what and when so that members can be empowered, engaged, and supported to productively move forward in the work.

To foster the success of Committee work, the PAALF Director will be responsible for re-energizing membership through promotion of PAALF, while also looking for continuous funding sources for both PAALF operations and collaborative initiatives.

The Director is also responsible for the supervision and guidance of the Leadership Development Program Manager position, maintaining communication and consistency of the African American Leadership Academy (AALA) Program with PAALF vision, mission and values, and assuring that the AALA outcomes are aligned with those of the Civic Engagement Leadership Development (CELD) Committee and PAALF at large.

This position plays a critical role in connecting diverse leaders within AALA, PAALF, and the community broadly. The Director may assign the AALA Program Manager administrative or other functions as needed. In addition to this connective, liaison role, the ideal Director will help with the provision of ongoing opportunities for continuing education, training and professional development for AALA Alumni, Committee Members, and the General Body.

## **PRIMARY RESPONSIBILITIES**

- Facilitates collaboration between African American and other community organizations;
- Provides guidance and advisement to Leadership Development Program Manager and ensures alignment with PAALF mission and goals.
- Provides strategic coaching and support for Committee Chairs, Leadership Development Program Manager, and, when appropriate, to Executive Committee;
- Maintains relationships throughout the community to facilitate networking and strategic opportunities for PAALF members;
- In collaboration with Leadership Development Program Manager places or attempts to place members of AALA, PAALF Committees and PAALF General Body on meaningful boards, advisory groups, commissions, etc. that will strategically help advance the mission of PAALF;
- Develop annual work plan for activities and goals, approved by Executive Committee under Co-Chair direction;

- Addresses emergent issues, in collaboration with Co-Chairs, on an as-needed basis and following the prescribed action steps outlined in governance documentation;
- Foster connections within PAALF to support a collaborative, intergenerational leadership model.
- Provides staff support to all committees, and provides communication and administrative support on a regular, consistent basis.
- Additional duties as assigned

### **REQUIRED QUALIFICATIONS**

- Supervisory experience
- Past experience with operations (HR, Finance/Budgets, Grant Reporting)
- Past experience with fundraising and grant writing OR grant selection
- Facilitation of strategic planning and/or large decision-making processes
- Experience in community building with diverse groups
- Specific experience in working with the Black community, Black leaders, or other culturally specific leadership work with communities of color
- Experience with program management
- Demonstrated commitment to community involvement and public service
- Experience coordinating intergenerational groups with a variety of professional and socioeconomic backgrounds and the ability to effectively facilitate knowledge sharing and collaboration
- Knowledge of current and historic political, economic and social issues affecting African American communities in Oregon
- Experience with training, facilitation and public speaking
- Excellent professional written and verbal communication skills
- Highly organized and detail oriented: Knowledge of project management fundamentals and proven ability to manage time and prioritize tasks to meet goals and deadlines effectively
- Uses critical thinking with the confidence to make independent decisions and carry out actions
- Experience using communication technologies including the internet and social media for public relations and networking
- Must be detail oriented and a strategic thinker
- Must have computer skills including MS Office Suite and Google Applications.

### **PREFERRED QUALIFICATIONS**

- Experience working with an advisory committee or multiple reporting structure
- Previous studies or work rooted in Afro-centric history and culture
- Understanding of critical race theory, internalized racism and/or oppression, and community building strategies
- Understanding of personal transformation theory and practice, and specific transformational leadership development experience
- Certified PMP or demonstrable experience with project management
- Understanding of policy and decision-making processes at the local, state and national levels.

### **COMPENSATION**

- \$50,000 - 75,000 Annually with Full Benefits Package, DOE

(Benefits include paid Medical/Dental for employee, partial paid for dependents; Paid life insurance and disability insurance (after waiting period); 4 weeks accrued vacation; 401(k) Retirement Savings Plan; 125 Flexible Benefit Plan)

- Note: This job description and benefits may change at any time as programming evolves. Management reserves the right to amend this description and benefits at any time.

### **HOW TO APPLY**

Please submit your cover letter and resume electronically to the Portland African American Leadership Forum at [STAFF@aalfnw.org](mailto:STAFF@aalfnw.org) by no later than 5:00PM on Friday, January 16, 2015. **PLEASE PUT "PORTLAND AFRICAN AMERICAN LEADERSHIP FORUM DIRECTOR APPLICATION" IN THE SUBJECT LINE OF YOUR EMAIL.**

You should incorporate your answers to the supplemental questions (listed below) into your cover letter. Notwithstanding, your cover letter must not exceed five pages.

**PLEASE SUBMIT ALL DOCUMENTS IN EITHER DOC OR PDF FORMAT.**

**Thank you for your interest in this position.**

### **SUPPLEMENTAL QUESTIONS**

1. Why are you interested in this position? What are the major achievements of your past equity, diversity & inclusion, or civil rights work in the African American community that have prepared you for this role?
2. Please give specific examples of how you have assisted African American, African, and Black institutions or community based organizations in building their capacity to address challenges in their community.
3. Please describe your experience coordinating and administering an education, consultation and/or training program. Examples should include staff and leadership engagement and your own leadership in program planning and design, evaluation and metrics development, and budget and fund development. Please include the types of educational and training methods you employ.
4. Describe your experience engaging stakeholders and keeping them engaged in program and policy development.
5. Please describe how you lead, or would lead, in a multilevel, multientity enterprise such as PAALF? Specifically, how would you engage established leadership structure, and how would you maintain communications with all other PAALF, AALA or community stakeholders?