

Position Title: Executive Director

Duration: Full-time, permanent, exempt position.

Location: NE Portland

Compensation: \$100,000 - \$120,000, depending on training and experience, health care insurance (medical and vision), PTO, and 7.5 days off for holidays.

Work Schedule: This position entails a variable and flexible schedule that includes regular evening meetings and weekend events.

Who We are and What We do

The mission of the German American Society of Portland, a 501c3 private operating foundation, is to preserve and promote, primarily in the Portland metro region and Southwest Washington, the unique and valuable cultural and educational elements of German heritage.

Founded more than 150 years ago, the Society is the steward of the German Haus – a 17,000 square foot historic building in a park-like setting which includes a lovely lobby, two meeting halls, and a second story where our German language program is located. The Haus is a hub for inclusive social and community events and has a significant endowment and budget. The organization's signature cultural events, such as Oktoberfest and the December Christmas Market, draw thousands of people. One of our long-standing programs is an active and successful Language Program that enrolls over one hundred students every year.

The Society's Board of Directors, proceeding from a Five-Year Strategic Plan, envisions a growing and financially sustainable charitable, cultural, and educational organization. We are consequently seeking an Executive Director (ED) with the experience and abilities to help prioritize, operationalize, and ultimately realize key elements of our strategic plan. We also believe that self-reliant, confident, planful, outgoing, and collegial candidates will be well-suited for this position.

Beyond the above general qualifications, the Executive Director will be responsible for managing the day-to-day operations of the facility plus organizing and undertaking priority projects with staff and committee support provided by the Society. The Executive Director will report to the President of the Board of Directors, regularly communicate to/with the entire Board, and supervise the Language Program Director.

Key Skills:

- Excellent financial management skills, including developing budgets and managing finances.
- Familiarity with the laws and regulations governing nonprofit organizations.
- Strong written, verbal, and social media communication marketing skills.
- Adept at working with volunteer committees and volunteer-driven events.

- Ability to prioritize and respond to shifting conditions in an organization.
- Understanding of event management, especially large community events.
- Demonstrated ability to manage and motivate staff and oversee contractors and vendors.
- Software skills using such programs as Neon, Constant Contact, Google Drive, etc.
- Ability to develop strong relationships with internal and external stakeholders.
- Ability to negotiate effective solutions with stakeholders/members.
- Excellent problem-solving and decision-making skills.
- Excellent public speaking and presentation skills.
- Ability to work with multi-cultural, multi-generational and multi-disciplinary teams.

Key Experience:

- Success leading an organization through a major transition or transformation.
- Effective collaboration with a nonprofit Board of Directors and committees.
- Fundraising, including seeking sponsorships and member recruitment.
- Property management skills.
- Coordination of large cultural community events.

Qualifications:

- Bachelor's degree or equivalent professional experience.
- Minimum of five years experience in a leadership position at nonprofit organizations.
- Appreciation for German heritage, culture, and traditions.
- Some knowledge of the German language would be helpful but is not required.

Please submit a resume, cover letter, written description of previous work and other relevant experience, and contact information for three (3) references to:

German American Society
Attn: Dirk Pollworth
5626 NE Alameda St
Portland, OR 97213

Email: grtwhth@gmail.com

Subject: Executive Director for German American Society of Portland

The German American Society is a 501(c)3 nonprofit organization. Learn more at www.germanamerican.org