



Deputy Director Portland, Oregon

ABOUT THE ORGANIZATION:

Multnomah Athletic Foundation is a nonprofit organization dedicated to increasing access to athletic participation and education for youth. We work to provide community grants to nonprofit organizations and scholarships for post-secondary education so that youth can reach their full potential. It is not the actual sport but what we learn through sports that matters. We are a small staff and work as a team with a dedicated working board and a committee system.

We believe in:

- **Big Impact:** Making a significant difference for our community grant partners, team, donors, and everyone we interact with.
- **High Quality:** Maintaining high standards in work, processes, events, and services.
- **People First:** Focusing on the people driving the mission forward.
- **Integrity:** Being authentic and investing in how things are done.
- **Professionalism:** Being accountable, consistent, and reliable to produce high-quality work efficiently and effectively.
- **Speed:** Working efficiently, respecting time and money.
- **Social and Emotional Intelligence:** Demonstrating gratitude, passion, commitment, humility, kindness, positivity, and perseverance.
- **Growth and Innovation:** Constantly improving and innovating.

We seek individuals who embody these values and are self-starters, highly capable, humble, and smart. Specific qualifications we would like to see in a candidate are a passion for the nonprofit sector, leadership experience in the community, and a familiarity with the local philanthropic landscape. If this describes you, we encourage you to apply.

THE POSITION:

Multnomah Athletic Foundation is seeking a part-time (25 hours/week) dynamic Deputy Director to support and enhance the foundation's efficiency and effectiveness. The Deputy Director will work alongside the Executive Director to support the Board and committees, facilitating efforts that help all Foundation stakeholders become ambassadors of our work. This fast-paced, entrepreneurial role in a nonprofit setting requires exceptional customer service, administrative, communication, and relationship management skills. The ideal candidate is a team player, has amazing organizational skills, strong emotional intelligence, high ethical standards, and can carry out multiple projects while prioritizing tasks effectively.

This role reports to the Executive Director and works closely with the Foundation board. It is a hybrid work environment that requires some evenings and weekends and the ability to travel to local off-site meeting spaces as needed.

Currently all the listed responsibilities are being done by the Executive Director. We want to know what moves you and how you can help bring our mission to life. This position can be ongoing part time, may expand to full time or even evolve into the Executive Director role.

RESPONSIBILITIES:

This part time role will contain several of these competencies but not all of them. We want to know what moves you and how you can help bring our mission to life with your passion, skill set and experience. There is no “right” answer as we are looking for the person who can support our work and love doing it!

- Managing development and stewardship efforts.
- Organizing and creating events and community engagement activities.
- Planning and executing engaging media strategies, including print, public relations, and social media.
- Overseeing program management, including scholarships or grants.
- Leading our operational processes.
- Managing and coordinating our volunteer engagement

CANDIDATE QUALIFICATIONS/EXPERIENCE

The ideal candidate will have a bachelor's degree and at least 5 years of applicable experience, as well as possess:

- Proactive with strong problem-solving skills and a proven record of accomplishment of getting things done.
- Excellent reading, writing, and verbal communication skills, with the ability to produce clear and organized documents.
- Ability to work well under tight deadlines, adapt to changing demands, and follow up efficiently.
- Exceptional organizational skills with the ability to prioritize tasks and anticipate needs.
- Flexibility, openness to new ideas, and the ability to adapt quickly to change.
- Proven ability to inspire, influence, and guide others towards achieving meaningful results.
- Exceptional communication, both oral and written, and a great sense of humor.
- Proficient in Microsoft Word, Excel, PowerPoint, cloud-based software, and business management software.

COMPENSATION

This is a part-time, exempt position, 25 hour per week position with a competitive hourly wage with a range of \$40,000 to \$45,000/annually.

In addition, 40 hours of annual Paid Time Off (PTO) is provided on a prorated, annual basis at the date of hire. In addition to PTO, all part-time employees are paid 4 hours per each of 6 Holidays throughout the calendar year.

HOW TO APPLY

1. No phone call please. As much as we would like to visit with each interested person, we do not have the bandwidth to do this during the beginning of the process.
2. To apply, send an email, with a cover letter, including specific call-out to the responsibilities that interest you in this position, and a resume, to **careers@MultnomahAthleticFoundation.com**.
3. Please title your email: “Deputy Director Position.”
4. Applications will be reviewed on a rolling basis until the position is filled.
5. We are motivated to have this role filled in September.

MULTNOMAH ATHLETIC FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

Multnomah Athletic Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

To learn more about the Multnomah Athletic Foundation, please visit [MultnomahAthleticFoundation.com](https://www.MultnomahAthleticFoundation.com)