



**write around**  
— PORTLAND —

# Position Announcement: **Executive Director**

Compensation: The **annual salary for this role is \$67,500** with generous benefits (including a 35-hour work week plus a sabbatical policy, good health insurance, and PTO).

Location: **Portland, Oregon** (this job requires frequent work on-site around the metro area)

We will begin screening applications on **Friday, June 17, 2022, at 5:00 pm**, and we will start scheduling interviews soon after that. (The position will remain open until filled.)

**Lead the charge to transform our communities through the power of writing!**

## About Write Around Portland

Write Around Portland ([writearound.org](http://writearound.org)) **amplifies voices, builds community and changes lives through the power of writing.** Since 1999, we've partnered with 278 agencies to hold **free 10-week creative writing workshops for 8,800 adults and youth.** We've also published 58 anthologies and held 265 public readings reaching almost 17,000 people. We do this work because we know **writing is a powerful tool for expression, healing and the realization of the dignity of oneself and others.** Our work is grounded in our core values – respect, writing and community.

Write Around Portland is comprised of a talented, dedicated and diverse community of workshop participants, volunteers, staff, board, and supporters. We are **committed to understanding and changing historical legacies of inequity and patterns of oppression** – read about our racial equity work at [writearound.org/about](http://writearound.org/about).

## This Executive Director Opportunity

Write Around Portland is a safe haven for connection and revitalization in a difficult world. Our community of participants, volunteers, and supporters is **one of the most diverse and dynamic communities you'll find.** Rooted in shared principles of **human dignity, equity and the personal exchange of stories, Write Around strives to be a model for how our society can become more humane.** If you're our next Executive Director, you'll get to **lead this community** as we face the challenges of a changing world.

Write Around has been **doing our core programming for more than 22 years**, and as we've evolved, we've documented our policies and procedures extensively and hundreds of local writers have been trained in our workshop model. You can **draw on that rich history** as you help the organization grow; our next ED will have the opportunity to develop existing staff and **hire new staff** to augment that leader's strengths.



Our work has changed many thousands of lives. You'll work with hundreds of volunteers and participants each year, and because you'll be working with writers who are eager to share their experience, **many will tell you exactly how you've made a difference in their lives.** This job is the chance to **do work that is an overwhelmingly positive force in peoples' lives and in our communities.**

# Qualifications, Experiences and Capacities

After surveying our board, staff, members, and community partners about what they want to see in our next Executive Director, we have determined that **a successful candidate will possess these qualities and abilities.** (We are most interested in who you are and the work you've done rather than titles you've held.)

1. Has a personal alignment with and commitment to Write Around Portland's **mission** and our **values** of respect, writing and community.
2. Has a commitment and demonstrated ability **to work respectfully with people** with **diverse backgrounds, health statuses, income and education levels**, and those who may otherwise face barriers to writing in our community.
3. Is engaged in learning and actions to **advance equity, anti-racism, diversity, inclusion and accessibility** in work environments, and has the commitment and ability to lead and implement **racial equity goals**.
4. Has **excellent communication skills** and can be an **inspiring ambassador** for Write Around Portland throughout the community.
5. Has the **ability to hire, retain, develop and motivate a strong team**, and can build upon and maintain an effective, supportive and inclusive organizational culture.
6. Is a confident leader who is also **humble**, who is interested in **sharing power** and recognizing the value of contributions large and small, and who is willing to take on small and mundane tasks that need to get done.
7. Has experience developing and maintaining **mutually beneficial community partnerships** and **exhibits strong attention to relationships and relationship-building**.
8. Has an entrepreneurial spirit and the ability to **mobilize resources and supporters to achieve financial sustainability** and diversity of funding sources for an organization's mission, including earned income.
9. Has demonstrated skills in **budgeting, accounting and financial management**.
10. Is able to work **evenings and weekends** as needed, and is able to **travel to workshops and engagements** around the Portland Metro area.

Ideally, candidates will also:

11. Have **nonprofit leadership experience**, as a staff leader and/or as a member of a nonprofit Board of Directors.

## How to Apply

Please submit an application packet that includes:

- A **cover letter** explaining how you have the qualifications, experience, and passion to be the next Executive Director of Write Around Portland.
- A **separate statement** (of no more than 250 words) about how you've advanced equity and anti-racism in work environments and/or in the community.
- A **detailed resume** that speaks to the qualifications listed above.
- The names, contact information, and professional affiliations of **four professional references**. (We won't contact your references until we've cleared it with you.)

Please send your materials to the Search Committee at [write@pagetwopartners.org](mailto:write@pagetwopartners.org), with "Write Around Executive Director" in the title. Please also email us at this address to request any accommodations you would like made during this hiring process. We will keep your application confidential, and you'll soon receive an acknowledgment email.

## Timeline

The position will remain open until filled. However, **we prefer to receive applications by 5:00 p.m. on Friday, June 17, 2022**, when we'll begin reviewing them. Interviews are scheduled to begin the week of July 3 (after the holiday weekend), with successive rounds of interviews held the weeks of July 10 and July 17. We project a start date in late August.



**We are committed to having an applicant pool for this position that reflects the diversity of the people we serve, and we highly encourage Black, Indigenous and People of Color, LGBTQ+ people, people who are living on or have lived on a low-income, native Spanish speakers, and people with disabilities to apply.**

We know that the best candidates for this job might come from less "traditional" backgrounds, and if this position speaks to you, we encourage you to apply, even if you don't meet every one of our described qualifications. If you're unsure whether you meet the qualifications of this position or how this would be determined, please feel free to contact us at the email listed below to discuss your application.

**For more information about this position, please contact us at [write@pagetwopartners.org](mailto:write@pagetwopartners.org).** We'll do our best to respond promptly to all queries and to keep all applicants up to date on how the process unfolds. Thank you!

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