



P.O. Box 4005
503•220•0438

Portland, OR 97208
info@operationnightwatch.org

www.operationnightwatch.org

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR
REPORTS TO: Board of Directors

JOB SUMMARY:

The executive director position is a full time salaried position providing direction and leadership for Operation Nightwatch and its mission. Operation Nightwatch operates Hospitality Centers in downtown Portland and in SE Portland, along with a Mobile Hospitality Center, each of which serves the homeless, impoverished, and mentally ill.

ESSENTIAL DUTIES:

- Volunteer recruitment, scheduling, training, retention
- Financial management and oversight of annual budget of \$150,000
- Program development and strategic planning
- Public and community development, public speaking, & marketing
- Fundraising, donor solicitation and preparation of grant applications
- Provide direct service to clients, including crisis management and conflict resolution
- Develop, maintain, and support a strong Board: attend all committee meetings as required, prepare for all board meetings, seek and build board involvement

SUPERVISORY RESPONSIBILITIES:

- The executive director manages and supervises all staff members and interns.
- The executive director has ultimate oversight over Nightwatch's volunteer pool.

QUALIFICATION REQUIREMENTS:

- Strong interpersonal skills, as well as computer skills and proficiency with Microsoft Office.
- Strong organizational skills, with the ability to coach staff, manage and develop a team environment.
- Transportation and valid driver's license/insurance are required.
- To comply with Department of Public Health rules, the executive director must have a current food handler's card.

WORK ENVIRONMENT:

- This position involves working with a diverse population.
- This position may require lifting/carrying of supplies which can be in parcels up to 25 pounds.

- Administrative functions may involve long periods of sitting at a computer.
- The position requires a willingness to work flexible hours to best meet the needs of the program and population served. This can include evenings, weekends, and unusual shifts.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree or related experience with at least two years of management experience.
- At least two years of experience working with housing, homeless or related social services concerns.

Revised 1/25/2017