

## The Contingent Job Announcement Senior Director, Every Child PDX

### Opportunity Summary:

Do you excel in strategic leadership, creative thinking, building, and problem solving? Can you cast a vision, then create and execute a methodology that brings the vision to fruition? Do you have a continual growth mindset to develop and improve existing processes and to enhance program efficiencies? Do you have the ability to work collaboratively with community members, government partners and stakeholders?

The Senior Director of Every Child PDX is responsible for managing the local community effort to support the foster system by engaging faith communities, businesses, community organizations, individuals, families, and funders to intentionally knit together a relationship between Oregon DHS and the Portland community-at-large. With responsibility to oversee operations and program excellence, the Senior Director will work to strengthen PDX's work with DHS. This leader will demonstrate a commitment to equity and inclusion by forging new relationships, efforts, and events to serve communities of color that are disproportionately affected by the foster system. The Senior Director will also manage and support the annual program budget through individual development, grant writing, and fundraising events.

### Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Emerging Leaders, and Survival Is Not Enough (SINE)
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon
- Passion for working in an entrepreneurial environment where constant innovation is expected (The Contingent implements [agile methodology](#))
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

### Education and Experience:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation, and respect
- 5+ years of experience in director-level position, with proven experience in building consensus, launching new programs, and/or scaling initiatives
- Bachelor's degree required; master's degree preferred
- Robust understanding of government systems required; experience with ODHS system preferred
- The role is highly strategic and entrepreneurial, and requires a candidate with initiative, energy for building innovative solutions, and is detail-oriented with relationships

### Employment Terms:

- Full Time, exempt, salaried role offered at a range of \$80,000-\$85,000 per year depending on experience
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee) generous paid holiday, vacation, sick, personal, and parental leave, flexible work environment
- This position is in the Portland Metro area
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers; This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home)
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. Starting on October 1, 2021, The Contingent requires all employees to be fully vaccinated
- Legally eligible to work in the United States

*If you read this position description and are filled with a wholehearted, “YES! I’m in!” We would love to hear from you!*

### Anticipated Start Date:

April 30, 2023

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you learned about this position)
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o Contact Information (email + phone number where they may be reached)

Application materials emailed with a subject line containing “Senior Director, EC PDX ” to [hr@thecontingent.org](mailto:hr@thecontingent.org)

***\*\*\*“Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.”***

*All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*

Equal Opportunity Employer