

Sisters Of The Road Job Announcement

Position Name: Executive Director

Classification: Exempt (1.0 FTE)

Pay rate: \$54,000–\$57,000 annually plus fully paid dental and health insurance, vacation time, sick leave, and civil disobedience leave.

**SISTERS
OF THE
ROAD**



Position Description:

Sisters Of The Road is a nonprofit Cafe in Downtown Portland. Since 1979, Sisters has offered accessible, made-from-scratch meals to folks experiencing extreme poverty and houselessness. Sisters is rooted in relationships built over good food and conversation. While the core program at Sisters Of The Road is our cafe, we do more than just feed people: we build a cross-class, cross-cultural community one person at a time, and we organize to dismantle systems that lead to hunger and houselessness. Sisters is now seeking an Executive Director who can join us in that work as both a grounding and an invigorating force, someone who is deeply motivated by our mission to build authentic relationships and alleviate the hunger of isolation in an atmosphere of nonviolence and gentle personalism that nurtures the whole individual, while seeking systemic solutions that reach the roots of homelessness and poverty to end them forever. Our next Executive Director will be committed to the values and philosophies of Nonviolence, Gentle Personalism, Racial Justice, and Anti-oppressive practice. They will be practiced in self reflection that creates an awareness of their role in the dynamics of privilege. They will value a collaborative leadership style and empower others to identify, create, and implement solutions. They will be adept at nonprofit management, including financial oversight, fund development, staff support and accountability, and strategic planning. They will be flexible, creative, and steady while working collaboratively to create a supportive space with Sisters' vibrant community at the heart.

Desired Skills and Experience:

1. At least five years progressively more responsible nonprofit management and leadership, including fundraising, staff management, strategic planning, and budgeting
2. A demonstrated commitment to the philosophies of nonviolence and gentle personalism, racial justice and anti-oppressions, a community-organizing model, and a systemic change approach. Ongoing study and practice in these philosophies, model and approach
3. Awareness of structural oppressions, including any personal unearned privilege, and an interest in working alongside others to dismantle those oppressions
4. Experience with consensus decision-making and ability to work and collaborate with others, including listening, empowering others to create and implement solutions, be self-reflective, and share power
5. Excellent interpersonal verbal and written communication skills and ability to build relationships within a diverse community; can authentically and compellingly voice Sisters' mission
6. Strong organizational and time management skills and the ability to thrive in a fast-paced and sometimes chaotic environment
7. Experience with one or more of the following: community organizing, being involved with Sisters Of The Road, working in a restaurant
8. Proficiency with Microsoft Excel and Word, Google platforms, Quickbooks, and fundraising databases

How to Apply:

Please e-mail as three separate attachments, in PDF format, to ed-hire@sistersoftheroad.org:

1. Your resume **AND**
2. A cover letter addressing: your experience with nonprofit management and leadership, including long-term strategic planning; your experience with budgeting and fiscal oversight; your experience with fundraising; your experience with sharing power; and why you are committed to the philosophies and processes Sisters Of The Road uses to address homelessness and poverty **AND**
3. Your written responses to all the following questions:
 - What is your experience with racism, classism, sexism, and other oppressions?
 - What do you think is/are the root cause/s of homelessness or poverty?
 - What part of Sisters philosophies do you relate to the most?
 - What is your understanding of your privilege?

The Search Committee will review applications by the end of July and begin scheduling initial interviews for August 7; the position will remain open until filled. No phone calls please.

Sisters Of The Road does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. Sisters Of The Road complies with all Equal Employment Opportunity and Americans with Disabilities Act laws and regulations in the areas of hiring, compensation, benefits, and job assignment. Further, Sisters Of The Road is committed to having our staff reflect the communities we serve. We strongly encourage people of color and people with direct experiences of homelessness or extreme poverty to apply.

Position: Executive Director

Classification: Exempt (1.0 FTE)

Operating teams: Coordinator, Board of Directors

Scheduled hours: 40 hours per week

Tuesday-Saturday, 8:00 a.m. to 5:00 p.m., with additional evening and weekend hours for meetings and events, as needed

Pay rate: \$54,000–\$57,000 annually (depending on experience) plus fully paid health, dental and disability insurance; generous vacation and sick leave; and sabbatical and civil disobedience leave.

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Position description:

The Executive Director links to each staff team and to the board. The ED participates at times in all teams, has the Organization Support Team as a peer-team, and organizes the Coordinator Team.

All staff at Sisters of the Road are expected to:

- Learn and practice the philosophies of nonviolence and gentle personalism;
- Learn and practice being a good ally against oppressions; and
- Have a commitment to a community-organizing model and a systemic change approach.

The ED's specific roles include:

- **Board of Directors:** The ED is a member of the Executive and Finance Committees and provides staff support for other committees. They are charged to support the Board to carry out its fiduciary, governance, planning, and board development duties. Initially, they will be supported in this work by the Board Link, a staff member who has provided connection to the board during collective management. (10%)
- **Coordinator Team (CT):** The ED organizes and provides support to the Coordinator Team, which is charged to manage issues that impact the whole organization (i.e. facilities, contracts, short and long-term organizational planning, budgeting, finances, and the Board) as well as peer support for coordinators and operations managers, input and direction during the development of team work plans, the annual budget process, and feedback. The ED supports other CT members in their main duties and is the main backup for Human Resources and Business Co-Managers in their absence. The ED supports and manages the CT, whose charge it is to develop agendas for all-staff meetings. All members of the CT report directly to the ED. The ED and the CT are responsible for assessing and, if necessary, making improvements to the organization's internal structure. (40%)
- **Budget Team:** The ED is directly responsible for facilitating the Budget Team and budgeting process and to overseeing financial reporting processes. In this, the ED works closely with the Coordinator Team and the Finance Committee. (5%)
- **Development Team:** The ED supports Development in creating and carrying out their work plan by ensuring they have the resources needed to succeed, by representing Sisters in public, and by directly seeking support from funders and stakeholders. The ED is directly responsible for a portion of Sisters' annual fundraising, as identified in the work plan. (30%)
- **Systemic Change Team (SC):** The ED supports SC in planning and is available to represent Sisters with partners and at public events as an active ambassador for the work of the SC team (i.e. Legislative & Local, Housing Bill of Rights Campaign, and Hygiene campaign). They participate in identified groups that support the influence of the SC work. (5%)
- **Cafe Team:** The ED spends a portion of their time each week in the cafe, supports the team, spends time with customers, and participates in the everyday interactions that are at the heart of Sisters. The ED works closely with the Cafe Coordinator(s) and is the direct backup for HR and Business to provide robust support and full staffing for the cafe. (5%)
- **Grievance Team:** The Grievance Team is charged with resolving personnel issues that may result in termination. The ED is informed about and consulted regarding all grievance processes and decisions with the HR co-manager. The ED empowers the HR/Grievance Team to make these decisions, but advises on philosophy and process. If the grievance team is unable to make a decision, the ED holds the final decision-making responsibility. (5%)