

COMMUNITY ENGAGEMENT AND DEVELOPMENT DIRECTOR

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| JOB TITLE | Community Engagement and Development Director |
| REPORTS TO | Executive Director |
| DEPARTMENT/REGION NAME | Statewide |
| FTE | 1.0 |
| FLSA | Exempt |
| PAY GRADE | 16 |

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

The Community Engagement and Development Director is a community organizer, making connections between community members and the organizations mission, supporting advocacy efforts, and attracting new partners and increasing engagement with existing partners through regular communications, strategic partnerships within the community, and coordinating annual community engagement events. The Community Engagement and Development Director is responsible for planning and implementing a strategic fundraising and development plan to raise vital funds for the organization as well as cultivating and writing foundation grants and supporting other funding opportunities.

The person in this position is responsible for consistently demonstrating OFSN’s core values in all business interactions and performance and exhibits a spirit of cooperation, showing adaptability and flexibility while supporting organizational policies, procedures and goals. In addition, this position is responsible for developing and maintaining trusting relationships with their team, OFSN co-workers and community/system partners as well as contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Engagement (40%)

- Serve as a Community Engagement spokesperson to the community, the media and the general public, to position and strengthen OFSN’s name recognition and reputation in the community.
- Work in partnership with program staff to foster increasing employee inclusion in outreach and community engagement events.
- Establish and maintain relationships with various organizations throughout Oregon and utilize these to strategically enhance the mission of OFSN.
- Support the organizations strategic plan to develop and focus building partnerships with identified communities and stakeholders.
- Oversee the publication of semi-annual and annual impact reports based on the organizations work and health of the organization.
- Facilitate engagement of the organizations work with legislative and policy work through

convening stakeholders, parents and advocates in alignment with the organizations goals.

Fundraising and Development (40%)

- Identify potential donors and otherwise increase the overall visibility of OFSN.
- Cultivate and sustain relationships with a wide variety of constituencies including current and potential donors, foundations and government sources, local businesses and community partners.
- Oversee fundraising efforts and, in time, engage other professional fundraisers in seeking annual, major, campaign and planned gifts.
- Work in collaboration to set fund raising goals and determine a work plan to achieve individual and organizational goals.
- Develop relationships with donors for long-term, organizational benefit.
- Organize special events to boost fundraising initiatives, collaborates with multiple programs within the organization, plans schedules, and works to meet budget and project deadlines.

Supervision and Direct Leadership (20%)

- Supervise communications and outreach program staff.
- Supervise the development and implementation of a Volunteer Program.
- Participate as a member of the organization’s Executive Leadership Team.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain the confidentiality of marketing and organizational information, database files, HIPPA compliant information, web statistics, and other sensitive data.
- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Requires a minimum of a Bachelor’s degree or equivalent management experience.
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Excellent interpersonal skills and emotional intelligence.
- Strong leadership skills and ability to lead events, projects, campaigns or meetings.
- Must be able to pass preemployment requirements, which includes a criminal and abuse background check.
- Ability to represent complex and diverse issues in an articulate and compelling manner.
- Demonstrated ability to bring multiple views and perspectives together for common services, supports and outcomes.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Demonstrate excellent organizational and time management skills.
- Proven ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance and an insurable good driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and virtual platforms (such as Zoom and Google Meets).

1. PHYSICAL DEMAND - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

A. The physical effort typically applied in this job includes (check all applicable boxes):

- Lifting Pulling Reaching Manipulating

Carrying Pushing Shoveling Keying/typing
 Other (specify)

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

| Amount of Effort Applied | % of Time Effort is Applied | | | |
|--------------------------|-----------------------------|------------|------------|---------------|
| | Less than 15% | 15% to 40% | 40% to 70% | More than 70% |
| Less than 1lb. | | | | |
| Between 1 & 5 lbs. | | x | | |
| Between 5 & 25 lbs. | | | x | |
| Between 25 & 60 lbs. | | | | |
| More than 60 lbs. | | | | |

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

Sitting Standing Walking
 Stooping Bending Confined
 Carrying

2. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

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|-------------------------------------|---|
| <input type="checkbox"/> | Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals. |
| <input type="checkbox"/> | Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved. |
| <input type="checkbox"/> | Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects. |
| <input checked="" type="checkbox"/> | Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods. |
| <input type="checkbox"/> | Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work. |

3. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

Dust Dirt Heat Cold
 Fumes Noise Vibration Water
 Other (specify)

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job. |
| <input checked="" type="checkbox"/> | Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable. |

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|--------------------------|---|
| <input type="checkbox"/> | The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable. |
| <input type="checkbox"/> | The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable. |
| <input type="checkbox"/> | Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive. |

4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

- Compliance with general company standards.
- Work in community-based environments and facilities.
- Some weekend and evenings may be required.
- Travel across the state and some overnights required.
- Travel within the region is required. Occasional multi-state travel and overnight stays are required.
- May require remote work or virtual work and training delivery.
- Requires regular and reliable attendance.

5. SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):

- Compliance with general company standards.
- Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

6. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements. Maybe different formatting?

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|-------------------------------------|---------------------------------------|--------------------------|------------------------------------|--------------------------|------------------|--------------------------|----------------|
| <input checked="" type="checkbox"/> | Executive/Senior Level Managers (1.1) | <input type="checkbox"/> | First/Mid-Level Managers (1.2) | <input type="checkbox"/> | Professional (2) | <input type="checkbox"/> | Technician (3) |
| <input type="checkbox"/> | Sales (4) | <input type="checkbox"/> | Administrative Support Workers (5) | <input type="checkbox"/> | Craft Worker (6) | <input type="checkbox"/> | Operative (7) |
| <input type="checkbox"/> | Laborer (8) | <input type="checkbox"/> | Service Worker (9) | | | | |

7. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

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| <i>Immediate Supervisor</i> | <i>Date:</i> | <i>Director</i> | <i>Date:</i> |
| <i>Human Resources</i> | <i>Date:</i> | <i>Employee</i> | <i>Date:</i> |