



Title: Executive Director

Location: Oregon (Preference for position to be based in Portland, OR)

Position Type: Full Time/Exempt

Salary: \$70,000-\$85,000

Application Deadline: Thursday, 8/1/2022

End of Life Choices Oregon (EOLCOR), a 501(c)(3), is primarily a volunteer-based organization that provides direct assistance and guidance to Oregonians facing end-of-life decisions, including medical aid and dying. Established in 2016, EOLCOR has grown to include two full-time staff members, and five geographical teams totaling 70 volunteers serving over 400 clients state-wide. We also provide education and training to the public and medical communities throughout the state.

EOLCOR seeks an Executive Director (ED) to support our continued growth, lead the organization's fundraising efforts and provide sound overall management of the organization. The ED's focus will be primarily external, enhancing outreach and education to expand access and awareness of legal end-of-life options, strengthening relationships within the state, and growing and diversifying the organization's revenue. The ED will work in partnership with the Chief Operating Officer and the Volunteer Coordinator, and act as a bridge between the board of directors, staff, and volunteers. This position will report to the Board of Directors.

### **Work Environment and Culture**

EOLCOR offers flexible hours and a remote work environment with electronic equipment provided. Travel within Oregon is required to meet with staff, volunteers, donors, and community partners. There may be infrequent travel outside Oregon to attend national meetings or related functions.

EOLCOR is built on the foundation of collective wisdom, inclusion, and collaboration. We imagine a leader that seeks input and honors the voices and perspectives of others in the decision-making process.

### **Executive leadership requires the following**

- Unwavering belief that Oregonians facing end-of-life decisions have the right to receive personal support and information regarding Death with Dignity and other legal end-of-life options.
- Personal comfort with the topic of death and dying.
- Collaborative approach to management and decision-making.
- Experience creating, inspiring, collaborating with, and managing teams in a remote environment.
- Experience with participatory strategic planning and implementation.
- Proven history of meeting or exceeding fundraising goals from various sources such as individuals, planned giving, foundation grants, third-party fundraising, events, and sponsorship.
- Demonstrated ability to facilitate organizational evolution from the start-up stage to the growth stage.
- Experience working with a board of directors.
- Ability to use technology to increase effectiveness and successfully implement technology changes.
- Outstanding written and oral communications skills including public speaking, authoring op-ed pieces, and other vehicles that raise the profile of the organization and its mission.
- Bachelor's degree or relevant work experience.
- Valid Oregon driver's license.
- Highly proficient and self-sufficient working in MS Windows, Excel, Word, and PowerPoint, and able to adopt and learn different database environments.

### **Additional consideration is given to applicants with**

- Experience working in or with organizations and/or medical systems around death and dying.
- Experience leading an organization or department that relies on volunteers to carry out its mission.
- Demonstrated ability to bring groups together in service to a common goal.

### **Essential Duties and Responsibilities**

#### A. Fundraising - 50%

- Develop a comprehensive funding strategy including planned giving, individual giving, foundation grants, and events.
- Identify, cultivate, engage, ask, and steward donors.

- Activate and engage members of the board in fundraising and donor stewardship activities.
- Grant writing and reporting.

B. Leadership, team management and supervision - 30%

- Hire, supervise, collaborate with, and evaluate staff.
- Meet with staff, board of directors, and volunteer leads regularly to stay abreast of the state of the organization, its challenges, opportunities, and successes.
- Work with the Chief Operating Officer to ensure proper administration of operations, including establishing and maintaining employment and administrative policies and procedures.
- Lead the creation of the annual budget in partnership with the staff and finance committee, for Board approval.
- Provide fiscal oversight and management ensuring the organization is operating within the approved budget.
- Communicate effectively with the Board and provide information to help them make informed and appropriate organizational decision.

C. Outreach and Education - 20%

- Serve as the primary spokesperson to constituents, media and general public.
- Build and cultivate partnerships with professional, civic and private organizations to enhance End of Life Choices Oregon's mission.
- Oversee marketing and other communication efforts.

**Compensation and Benefits**

\$70,000 - \$85,000. Employee benefits include medical, retirement, paid vacation, and holidays.

**Equity Statement**

End of Life Choices Oregon honors and accepts people of all races, ethnicity, culture, gender identification, religion, disabilities, age, sexual orientation, and nationality. We support our volunteers, staff, and clients without regard to their beliefs or backgrounds. Our core values encourage an environment of open-mindedness within the organization and in our interaction with clients, hospices, and the medical community.

**To Apply**

Please submit your resumé and a cover letter describing your interest in EOLCOR's mission and how your professional experience has prepared you for this position via a Word or PDF attachment to [jennifer@rosecityphilanthropy.com](mailto:jennifer@rosecityphilanthropy.com) by 5:00pm Pacific Time Thursday, August 1<sup>st</sup>, 2022.

Please format the subject line of your email with your last name followed by EOLCOR ED Application. Example: Chung EOLCOR ED Application

Title your documents with your last name and the document type. Example: Chung Resume, Chung Cover Letter.

Thank you for exploring the possibilities with us!