



Position Announcement Executive Director

The Oregon Recreation and Park Association (ORPA) is seeking an accomplished professional to serve as Executive Director.

About Oregon Recreation and Park Association (ORPA)

ORPA is a non-profit 501 (c) (3) organization founded in 1954 to serve members of Oregon's park and recreation profession. Our mission is to support our members through training, professional development, legislative advocacy, information and peer-to-peer networking in order to enhance the quality of recreation and parks services. We are proud to serve over 850 members working in all aspects of parks and recreation and related fields.



The association is overseen by a seventeen member board of directors including four directors at large, eight Special Interest Section presidents, a representative from Oregon State Parks, the president, president elect, immediate past president, secretary and treasurer.

About the Position

The executive director reports to the association president and is responsible for the execution and management of the association as directed by the board of directors. The executive director works closely with the full board of directors in developing strategic goals and objectives. General duties include administering the work of the board of directors, managing educational programming offered by special interest section leadership, planning and coordination of an annual conference, oversight of committees, fiscal management of all aspects of the organization, development of all association communications, government and stakeholder relations and day to day operations.

Opportunities and Challenges

Some of ORPA's top priorities for the upcoming year as defined in a strategic plan include:

- Increase membership by expanding services to a broader base of park and recreation professionals
- Cultivate regional communications and networking
- Conduct a member interest survey to help inform member service strategies



- Represent ORPA interests on legislation
- Explore new strategies to increase ORPA operating reserves
- Ensure policies and procedures represent best practices in NPO management
- Manage an annual conference in a new format

The Ideal Candidate

The ideal candidate will have extensive knowledge and experience in association, non-profit corporation or public administration; a Bachelors degree (or higher) in a related field; five years of experience in management or administration of a membership association; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties of the position.



Desired Abilities and Attributes

- Strong leadership skills
 - Aptitude toward budgeting and non-profit finance
 - Ability to speak clearly, listen for understanding and foster effective communications
 - Effective written communicates
 - Exceptionally well organized
 - Aptitude toward new technologies
 - Thinks and plans strategically
 - Ability to work independently and enjoy it
 - Exercises good judgment
- Possesses effective problem solving skills and ability to build partnerships and bridge differences
 - Understands political cultures, nuances and strategies
 - Works cooperatively and effectively with diverse people
 - Ability to champion ORPA and the interests of our membership
 - Even tempered under pressure
 - Sense of humor

Compensation and Benefits

Appointment may be made in the base salary range of \$52,000 - \$65,000 based upon experience. Other benefits include:

- Medical benefits for the employee
- Option to contribute into a pre-tax flexible spending account
- Vacation accrued at 14 hours per month or 21 days of vacation a year
- Sick leave accrued at 8 hours per month
- Twelve (12) days of paid holidays a year
- Paid jury duty leave
- Paid approved compassionate leave

ORPA Office

The ORPA office may be home-based or in a shared space within a park and recreation agency. The ideal location will be in Oregon and within a three (3) hour drive to the Portland metro area. Office location will be negotiated upon hiring.



Application and Selection Process

This position will remain open until filled.

Closing for initial interviews is Monday, January 9th at 5:00 pm. Interviews are scheduled for the week of January 23rd in Portland, Oregon. Should a second round of interviews be necessary, the position will close January 20th with interviews the week of January 30th.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position.

A complete application will include:

- **Resume (including references)**
- **Cover letter describing interest in the position**
- **Submission of supplemental questions.**

Supplemental questions

Please respond to the following questions.

1. Describe your experience in budgeting and fiscal management.
2. What are your experiences and perceptions in working with a board of directors?
3. Share your experience in managing and implementing all aspects of a strategic vision.
4. Define your knowledge and skills in the following technology:
 - i. Website management
 - ii. Financial software (Quickbooks or other)
 - iii. Office/Word
 - iv. Publisher or other graphic design programs
 - v. Association management software (Affiniscape or other)
 - vi. Social media communications
 - vii. Other technology

Application packets must be submitted via email or mail to:

Jan Taylor, ORPA President
Bend Park and Recreation District
799 SW Columbia
Bend, Oregon 97702
Fax number: 541-330-1019
Email: jan@bendparksandrec.org