



OREGON RAIL HERITAGE FOUNDATION

Oregon Rail Historical Foundation seeks executive director to lead fundraising, donor development, communications and marketing for this volunteer-driven organization, which provides for the preservation and public enjoyment of three historic steam railroad locomotives owned by the City of Portland. The Oregon Rail Heritage Center, located near OMSI, shelters the locomotives and educates visitors about Oregon's rich and diverse railroad history. The executive director will work closely with ORHF's active and engaged board of directors and committees.

The Oregon Rail Heritage Foundation (ORHF) is a nonprofit volunteer organization that since 1998 has provided organizational, physical and financial support for preservation, restoration and operation of three steam locomotives owned by the City of Portland. Since 2008, ORHF has raised funds for the purpose of funding the construction, maintenance, and expansion of the Oregon Rail Heritage Center located at 2250 SE Water Avenue, Portland, OR 97214. The Executive Director will be responsible for the planning, direction, development, administration, supervision, evaluation and implementation of a comprehensive fundraising and development program and endowment fund, in coordination with ORHF Board of Directors (Board) and volunteers. As part of the above responsibilities, the Executive Director is responsible for managing the ORHF's relationships with the private, nonprofit and government sectors; for providing updates and meeting support to the Board; and for the management, in conjunction with the Board's treasurer and the finance committee, of the banking functions of the Foundation. The Executive Director will also be expected to collaborate and work in conjunction with all of the committees of the Board of Directors.

Major Responsibilities and Duties:

1. Work collaboratively to develop and implement a strategic plan which includes strong campaign and endowment fundraising initiatives and effective donor development programs.
2. Manage the Foundation's public relations and communications in conjunction with the outreach and marketing committee.
3. Develop, in conjunction with the events and exhibits committee, community relationships with the private and public sectors; and develop marketing programs, databases, and events to cultivate, motivate, solicit, and develop individual, foundation, and corporate donors.
4. Raise public awareness of ORHF,
5. Coordinate and write endowment requests for funds from the private and public sectors.
6. Coordinate, cultivate and maintain positive and beneficial working relationships between the Board, its committees and volunteers to accomplish ORHF's strategic plan and objectives.
7. Coordinate with the Board, Committees and volunteers in the following activities: development of the foundation's strategic plan; development of annual and long-term giving, Foundation goals, action plans and budgets; planning and execution of fundraising activities; communication and relationship building with the community; development of donors and potential donors.
8. Perform all other tasks and duties as may be assigned by the ORHF Board.

Desired Education and Certification:

Bachelor's degree; Master's degree preferred
Certified Fund Raising Executive (CFRE) credential or equivalent

Necessary Skills and Abilities:

1. Strong written and oral communication skills.
2. Ability to build positive and constructive relationships with business, governmental, funding sources, and community partners.
3. Ability to cultivate, increase and retain the number of volunteers with varied interests.
4. Good political insight and human relation abilities.
5. Proven managerial strength, including organization, foresight, attention to details, and follow-through abilities.
6. Excellent problem solving, decision making, and collaborative abilities.
7. Proven leadership strength, including vision, integrity, expertise, inspiration, and resilience.
8. Strong work ethic and positive, uplifting personality and attitude.
9. Computer literacy skills, including word processing, spreadsheet, and data-based systems.
10. Supervisory experience.

Successful experience in two or more of the following areas:

1. Non-profit management
2. Organizational leadership
3. Fundraising and donor development
4. Public relationship building and marketing
5. Working with a Board and multiple constituents
6. Effective Public speaking and written communications

Working Conditions:

1. Ability to maintain positive emotional balance and control under stressful conditions.
2. Frequent local and occasional statewide travel
3. A combination of consistent, as well as prolonged and irregular hours, including evenings and weekends.

The foregoing statements describe the general purpose and responsibilities assigned to this position and are not necessarily an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required by the Board.