



The Portland Business Alliance and Partners in Diversity seeks a dynamic and personable professional for the position of Executive Director, Partners in Diversity/Program Director, Leadership Portland. This executive will provide leadership and management to Partners in Diversity (PiD) as well as organizing and managing the Portland Business Alliance Leadership Portland (LP) Program.

As Executive Director of PiD, the position provides leadership and management to PiD and its workgroups, including articulating the mission and goals to stakeholders; event and program planning; day-to-day operations; fiscal management; internal and external communications, member recruitment, and short- and long-range strategic planning. The Executive Director is accountable to Partners in Diversity as a whole and reports to the Partners in Diversity board chair.

As LP Program Director, the position is responsible for managing and organizing the annual scope of work required to successfully implement the leadership program including leading the LP recruitment and applicant selection process; constructing and facilitating LP planning committees; planning and organizing the retreat, program days, and graduation; and budget monitoring. This position is accountable to the Portland Business Alliance and reports to the Vice President of Communications and Programming.

Each position requires approximately 50 percent time commitment based upon a full-time schedule. Current employer of record is the Portland Business Alliance.

Master's degree or equivalent in public administration, education or related field, or *Bachelor's degree and* five years successful experience in non-profit or private sector program administration, including, organizational management, program development, fiscal management, event management

As an Alliance employee, there is an excellent benefits package including medical/dental/vision/STD/LTD/Life plus a generous 401k plan.

**Serious applicants please send your cover letter and resume to [kriley@portlandalliance.com](mailto:kriley@portlandalliance.com)**