



The Black United Fund of Oregon, Inc.

JOB ANNOUNCEMENT

Executive Director

COMPANY DESCRIPTION

The Black United Fund of Oregon, Inc., founded in 1983, is an independent fundraising, philanthropic and community development institution. Our mission is to assist in the social and economic development of Oregon's low-income communities and contribute to a broader understanding of ethnically and culturally diverse groups.

The Black United Fund works in partnership with community-based organizations and neighborhood residents to address community needs through four core programs: Philanthropy, Management Assistance, Economic Development, and Cultural Awareness.

POSITION DESCRIPTION

The Black United Fund of Oregon seeks an individual to work in partnership with the Board of Directors, staff, volunteers, and neighborhood residents to identify, plan and develop effective strategies for addressing community needs and expanding core operations with an emphasis on philanthropy and enhancing community awareness.

The ideal candidate should be a collaborative manager and systems thinker, have extensive experience in five key areas: organizational management, major gifts fundraising and grant writing, project planning, fiscal management and demonstrated ability to work with people from diverse backgrounds.

POSITION REQUIREMENTS

- Demonstrated commitment to the mission of the Black United Fund of Oregon and success at achieving concrete outcomes
- Bachelor's Degree and seven years of progressively responsible experience required, Advanced degree preferred. Extensive experience may be substituted for educational requirements
- Five or more years of experience with successful outcomes in major gifts fundraising and grant writing, events, annual appeals, individual donor solicitation, and knowledge of capital campaigns desirable
- Five or more years experience managing staff
- Five or more years experience in program development and implementation
- Excellent communication and interpersonal skills
- Proven ability to develop, manage and control financial systems and practices
- Knowledge of computer systems and applications

TO APPLY

Application deadline: October 6, 2006

Qualified candidates should submit, by mail, cover letter, resume, 2-3 page writing sample, 3 references and salary requirements to: Black United Fund of Oregon, Inc., Attn: Search Committee, 2828 NE Alberta, Portland, OR 97211. NO PHONE CALLS PLEASE.

The Black United Fund of Oregon is an equal opportunity employer