Executive Director Position Announcement
CARE, Inc.
August 2020

Who we are:
Community Action Resource Enterprise, Inc. (CARE) is a highly regarded nonprofit social service agency based in Tillamook Oregon. Since our founding in 1991, we remain committed to fostering changes that make healthier, more resilient communities throughout Tillamook county and empower people as they work to meet their immediate, basic needs.

CARE helps more than 3000 low to moderate income people in Tillamook County meet their basic needs each year. We bring our full hearts to this work. We envision a fair and equitable community, providing personally and culturally appropriate support, opportunities for success, and well-being to everyone. We value a healthy and strong community, with thriving children, families, and individuals as the centerpiece of our community vitality and sustainability. We see a flourishing and hopeful community, believing that we can rise to our challenge and generate more support for the needs of our community.

What we do:
■ We provide financial assistance for emergency needs for individuals and families.
■ We help when times are tough through our housing assistance programs.
■ We own and operate two senior assisted living facilities for local residents.
■ We are a “Healthy Families” provider, helping parents raise healthy, school ready, children.
■ We collaborate closely with our partner agencies to provide clients with wraparound services.
■ We lead advocacy efforts promoting affordable housing in our community.

Our work is guided by our core values of non-judgement, integrity, respect and community.

In support of this position, CARE has also secured two years of funding to support the hiring of a Deputy Director. This position will be hired by the incoming Executive Director.

For more information please visit our website: https://www.careinc.org
Where we call home:

Tillamook is a beautiful part of a beautiful state, capturing our region’s love for the integrity, industry, and artistry of the Oregon Coast and is home to approximately 27,000 people and 10,500 households. The long narrow band of populated areas spans the full 52 miles of coastline in the county. There are seven incorporated cities, located in the central and northern portions of the county, and numerous unincorporated communities in the southern portion. This land is the original home of many known and unknown indigenous bands and tribes that were the first hosts of the county we call Tillamook. It is continuing to diversify its population through age, income, race, and ethnicity. It’s picturesque coast line and dense forests are attractive to recreationists, artists, and tourists from around the US and beyond.

The leader we are looking for:

CARE seeks a highly skilled, collaborative, mission driven, Executive Director to lead us in our pursuit of innovative strategies, entrepreneurial programming and organizational excellence.

You care deeply about ensuring the quality of life of the most vulnerable members of our community and that they are able to get their basic needs met. You are known for your ability to lead an exceptionally talented team, engage a strong board, think strategically and holistically yet also drive tactics and projects to fruition. You are passionate about identifying ways to bring communities, people, and funding opportunities together to meet unified goals. You demonstrate inclusivity and equity in all you do and love working with people from all walks of life. You excel at multi-tasking, goal setting, accountability and workload prioritization. You are full of energy, can maneuver complex political situations effectively and quietly, and have strong, effective interpersonal and communication skills. You are entrepreneurial, courageous enough to take risks, shoulder responsibility, fail occasionally and continually learn.

You will:

- Achieve short/long range fundraising goals, and expand donor base, by harnessing the abilities and interests of donors, funders and stakeholders.
- Articulate CARE’s mission and values passionately to inspire and motivate people at all levels of giving.
- Work collaboratively and inclusively with internal and external stakeholders to imagine possibilities, solve problems, innovate, set goals and expectations to shape the future and ensure the ongoing health of CARE.
- Lead advocacy efforts advancing affordable housing in Tillamook.
- Collaborate with the Board to set vision, policy and strategy for the organization.
- Manage, lead, and support a leadership team with program expertise to meet expectations, goals, and strategic outcomes.
- Ensure program compliance with state and federal guidelines and commitments.
- Ensure the organizations long-term financial health by providing timely, accurate and comprehensive financial information, systems, policies, and procedures.
- Work in partnership with federal, state and local agencies and nonprofits.
Skills, competencies, and qualifications of the ideal candidate:

- Strong public presence – articulate, optimistic and energetic – with the ability to motivate and inspire people internally and externally.
- Comfortable and effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses.
- Proven track record in fundraising including individual giving, grants and events.
- Outstanding written and oral communication skills.
- Demonstrated executive leadership experience, preferably in delivery of multi-functional social services in a rural community.
- Ability to maneuver through complex political situations effectively and quietly.
- Strong preference for knowledge and familiarity with the issues, the language, and the mechanics of federal, state, and local funding for affordable housing, community development, homeless and anti-poverty services.
- Demonstrated understanding of complex, nonprofit accounting best practices and ability to oversee planning, management and execution of an operating budget of $4.5 million comprised of state, federal, and individual funding, and a growing reserve fund of $600,000.
- Understanding of the complexity and interconnectedness of issues contributing to poverty.
- Experience leading and motivating staff, boards, and volunteers.
- Comfortable operating with the unknown and learning on the fly.
- Proven ability to address setbacks, troubleshoot issues, and seamlessly direct multiple priorities at the same time.
- Experience developing and implementing strategic plans.
- Demonstrated experience in serving as an equity champion.

Compensation and Benefits

CARE offers a competitive salary $70,000 to $90,000 and comprehensive benefits package including:

- Paid time off
- 100% Medical, Dental and Vision Insurance for employee
- Retirement plan with employer match

To Apply

Please submit a resume and cover letter to:
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