

Recruitment: Deputy Director

Overview

The Deputy Director will assist the Executive Director in managing all aspects of Explore Washington Park, a non-profit dedicated to improving access and visitor experience to Washington Park in Portland, Oregon. This position will oversee personnel, program budgets and data management, among other duties.

Hours:

- Full-time, 9:00 am – 5:00 pm
- Monday - Friday
- Some evening, weekend and holiday work will be required

Salary and Benefits:

\$55,000 - \$65,000

- Exempt position
- Benefits include: annual TriMet pass, health care reimbursement, retirement package, accrued vacation and sick time

Explore Washington Park

Explore Washington Park (“EWP”) started operating as a 501c3 in partnership with Portland Parks & Recreation in 2013 to provide transportation management and information services to people visiting Washington Park with the goal of increasing access and visitor satisfaction. EWP operations are primarily funded through paid parking revenues. The Board of Directors includes director-level representation from the Oregon Zoo, Portland Parks & Recreation, Portland Children’s Museum, World Forestry Center, Hoyt Arboretum, Portland Japanese Garden, TriMet, and the two adjoining neighborhood associations. For more information about the organization, visit: <http://explorewashingtonpark.org/>

Washington Park

Washington Park is one of Portland’s oldest parks and, at 410 acres, is home to such attractions as Hoyt Arboretum, Portland Japanese Garden, World Forestry Center, Portland Children’s Museum, Oregon Zoo and the International Rose Test Garden. In addition to the cultural institutions, the Park has the locally significant Holocaust Memorial and Vietnam Veterans of Oregon Memorial, as well as playgrounds, an archery range, tennis courts, a soccer field, group picnic sites, over 15 miles of trails connected to Forest Park, and a TriMet light rail MAX station. Over 3.5 million visitors enjoy the Park each year, making it one of Oregon’s top tourist destinations.

The Position

EWP is seeking an experienced professional who has a track record of collaboration, communication, and organizational development to be our next Deputy Director. This newly developed position will manage project and program functions for EWP by assisting in developing and implementing policies, overseeing budgets, managing personnel, and performing contract management and executive liaison duties. The Deputy Director plays a key role in assuring the organization’s strategies are on track and on budget. This person will develop and review workflows plans and procedures in to order to ensure all staff are working to the best of their abilities. This position will assure key performance indicators and other operational goals are met, while evaluating and improving operational effectiveness. In addition, the Deputy Director

will assure compliance with state, federal, and local laws and alignment with values, policies, goals, and objectives.

DUTIES:

Staff Management – 20%:

- With direction from the Executive Director, manages personnel: provides performance reviews, including any disciplinary action; addresses complaints and resolves problems, per the chain of command; ensures staff have the tools they need to be successful.
- Directly supervises the organization's newly created Communications Coordinator position, and our existing Operations Manager who manages 5 seasonal Customer Service staff.
- Prepares and manages program budgets and work plans.

Project Management – 20%:

- In coordination with the Executive Director, manages the Transportation Management Plan update process.
 - *EWP will be undergoing a 14-month process to update our existing Transportation Management Plan.*
 - *This plan will be brought to City Council to be accepted as an amendment to the Washington Park Master plan, and will involve robust stakeholder engagement and consultant management.*
- Manages annual transportation survey and report.

Data Management and Analysis – 20%:

- Develops strategies for expanding the collection, management, and analysis of transportation and attendance data.
- Supports the Operations Manager in the collection of data for annual transportation survey.
- Provides analysis of data on an as-needed basis to inform decision making processes and track program process.

Program Development – 15%:

- Establishes and maintains goals, objectives and plans for carrying out the functions of EWP programs.
- Develops and manages Diversity, Equity and Inclusion (“DEI”) program in partnership with key stakeholders, including Metro Regional Government.
- Manages Metro Regional Transportation Option three-year grant cycle (\$150,000 each cycle).
- In coordination with staff, develops programs and policies for increased use of transit, car-sharing and ride-sharing to access the park.
- Ensures compliance with all regulatory /program policy requirements governing the administration of the organization or given program.

Stakeholder Outreach – 10%:

- Engages in external stakeholder outreach by scheduling and running meetings of the existing Washington Park Transportation Advisory Committee.
- Helps ensure park stakeholders are informed of transportation initiatives, solicits support, and acquires feedback on new transportation initiatives.

Procurement/ Grant Management – 10%:

- Assist the ED with developing and managing RFP's, evaluating proposals, and procuring contracts.

- Manage grant funding.

Other responsibilities – 5%:

- Provides general support to the ED.
- Serves as on-site Operations Manager as-needed.
- Prepares written and oral reports as requested.

MINIMUM QUALIFICATIONS/ TRANSFERABLE SKILLS:

- Unquestionable integrity, credibility, and character, demonstrating high moral and ethical behavior.
- A Bachelor's degree from an accredited college or university, plus five (5) years' progressively responsible professional level experience.
- At least three (3) years' experience supervising and managing staff in a multifaceted organizational setting.
- Proven track record in project management and program development.
- Skills in data management and analysis, using tools such as SPSS and Excel.
- Experience conducting stakeholder outreach, including developing relationships with external organizations, and overseeing and coordinating mutually beneficial relationships built on a firm understanding of one another's policies and strategic priorities.
- Advanced experience overseeing organizational or program budgets.
- Experience in procurement and grant management.
- Excellent written and verbal communication skills.
- Demonstrated collaboration and communication skills and ability to work effectively with a wide range of people from diverse backgrounds and with different experience.
- Experience facilitating meetings, developing and giving presentations using a variety of media.
- Proficiency in Microsoft Office Suite, email, scheduling, and spreadsheets
- Must possess and maintain a valid Oregon or Washington driver's license.

PREFERRED QUALIFICATIONS/ TRANSFERABLE SKILLS:

- Experience in transportation, city-planning, or nonprofit management.
- Fluency in a second language.
- Experience with marketing and branding.
- Advanced knowledge of Portland's regional transportation network.

HOW TO APPLY

Please complete and send the mandatory [EWP application](#) with your resume, cover letter, and three references to info@explorewashingtonpark.org. Applications submitted via job search websites will not be considered; applicants must email required documents. Position closes Friday, July 27th at 5 pm. Applications submitted after this time will not be considered. Qualified candidates will be contacted and interviews will take place in the following weeks. Please visit our website for access to the application and additional information: <http://explorewashingtonpark.org/media-rfps>.