



Dear Friends,

For nearly 30 years, Salem Leadership Foundation (SLF) has engaged *people-of-faith* and *people-of-goodwill* to transform the community neighborhood by neighborhood. We believe that Salem/Keizer will become the healthiest community in Oregon – truly a city of Shalom.

We live intentionally and strategically in each high-school feeder area and engage with schools, nonprofits, churches, government agencies, and neighborhood associations to identify collaborative solutions that meet the unique needs of each neighborhood. Built on a strong foundation of community partnerships and collaboration, we are known for our ability to bring organizations and communities together to identify creative solutions and maximize outcomes. We partner with churches to activate their spaces to serve their neighborhoods. We encourage the people and churches to practice (love neighbor as self) and *then* preach, and to seek the Shalom of the neighborhood to which they are called (Jeremiah 29:7).

Our approach could be likened to activities at a table. At times we set tables by gathering groups of people and curating conversations which address the specific needs of the group. At other times we serve tables by being available as needed to provide our bridge-building expertise to groups sitting around the table. There are also times when we sit at the table with our partners to listen, learn and grow.

In addition to the core competencies listed in the job description, four critical skills are prioritized for the successful candidate. Storytelling. The position requires the ability not only to share the SLF story, but more importantly the stories of SLF partners. Consulting Mindset. Unlike most non-profits, SLF is not a direct service provider. The organization serves and advises partners as a consultant would, at no charge. Heart for the Vulnerable. The DNA of all SLF staff includes the ability to call others from “Us and Them” to “We.” Love for Salem. A deep abiding love for the history, current reality and future potential of the Salem-Keizer community.

After 27 years, SLF is seeking its next Executive Director to lead the mission forward into its next chapter of impact. Our board has been working with Sam Skillern (our current ED) for the past few years, strategically planning for his retirement and we all are excited about the future.

If the core values and mission of SLF align with your passion and skills, we invite you to review the job description and consider engaging with our search process as we continue to seek the Shalom of our city.

Josh Kay
President SLF Board of Directors
2021-2023

Quinn Burke
President-Elect
2023-2025

Salem Leadership Foundation

Position Description

Executive Director

REPORTS TO: Board of Directors
SUPERVISES: All Staff
FLSA STATUS: Exempt
REVISED: July 2023

VISION: We Believe Salem-Keizer will become the healthiest community in Oregon, truly a city of Shalom.

MISSION: We Engage people-of-faith and people-of-goodwill to transform the community neighborhood by neighborhood.

SUMMARY:

Accountable for shepherding mission through staff development, board development, partnership facilitation, fiscal management, and revenue generation through a variety of development strategies. The Executive Director will invest significant time in building and strengthening a broad diversity of relationships in the community resulting in partnerships, initiatives and collaborations that expand mission impact.

ESSENTIAL FUNCTIONS:

- Work with board and staff to develop long-range plans for mission deployment and expansion, in harmony with SLF strategic plan objectives. Responsible for outcomes and quality.
- Lead and supervise staff.
- Provide leadership and support to the Board of Directors, Bridge-Builder Advisory Board, and related committees.
- Accountable for successful SLF development plan and outcomes. Annual cycle currently includes four major initiatives: RainFest (Golf), Fancy Friday (annual event), Summer Challenge (staff fundraising), and YEM (year-end match).
- Ensure all program operations are consistent with the highest professional standards for nonprofits, including protocols and procedures, insurance, purchasing, personnel, and other administrative systems.
- Develop and manage Annual Budget in concert with Board Treasurer and Exec Team.
- Recruit, hire, train, develop, and lead employees and volunteers. Review and evaluate employees' performance. Develop strategies to motivate employees and achieve goals.
- Partner with Office/Business Manager and CPA to ensure accurate bookkeeping, payroll, IRS 990, regulatory compliance.
- Partner with Development Coordinator on high-touch, high-gratitude Donor Relations. Mail, website, social media, Fancy Bus Tours, Faith-based estate planning.
- Write monthly newsletter (blog) to SLF donors, partners, leaders, and constituents.
- Engage in strategic and collaborative partnerships annually via membership on boards, task forces, blue ribbon panels, committees, and community initiatives. Organization partnerships currently include but are not limited to: Church at the Park, Family Building Blocks, Isaac's Room, Union Gospel Mission, CASA of Marion County, Leadership Salem (Chamber), and Salem for Refugees.
- Engage, as with all SLF staff, in 2-3 'Immersion Commitments' where personal volunteering and skill development is deployed. Nexus with SLF partners and mission essential.
- Serve as a 'Lightning Rod' in the neighborhood where the Executive Director lives, works, and worships. Ideally there would be a full-time LR in the same area, but the ED lives out this ethic.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a vibrant spiritual life, with personal spiritual values clearly intersecting with daily leadership responsibilities.
- Ability to foster a climate of positivity, hope and innovation that leads to strong staff acquisition and retention. Nurture personal and professional staff development via training and curricula.
- Leads and delegates well on event planning, content, media, message, and execution.
- Strong, positive interpersonal and verbal and written communication skills.
- “Lives” a work ethic that is professional, inclusive, and collaborative.
- Cultural competency with diverse peoples, culture, theology, and socio-economic levels, plus a strong desire to keep growing in knowledge and skills.
- Knowledge of similarities and differences between nonprofit, business, and governmental entities.
- Understanding of Protestant, Catholic, Orthodox, and Evangelical traditions, as well as non-Christian faiths and traditions.
- Proven experience and skill in healing/reconciling division through peace making and bridge building.
- Commitment to character development around the values of self-care, honesty, respect, transparency, listening and responsibility.
- Ability to think both ‘macro’ (community wide, strategic) and ‘micro’ (programmatic attention to detail).

QUALIFICATIONS:

- Christian commitment and lifestyle consistent with the SLF mission as described in our Statement of Faith.
 - BS/BA or the equivalent combination of education and experience with minimum of five years’ experience managing a non-profit, ministry, or church. Experience managing operations in the for-profit sector will be considered.
 - Theology degree preferred, but not required.
 - A proven record of successful leadership in the following areas: staff development, fiscal management, program planning and innovation, fund development, strategic planning, community collaboration.
 - Trained in or familiar with the concepts of Outward Mindset.
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Compensation Package

- Salary range of \$90,000 - \$120,000 based on experience.
- Benefits package includes medical, dental, retirement, vacation, paid sick time, sabbatical after 7 years of full-time service.

Application Timeline and Process

- We are seeking to fill this position by **January 1, 2024**
- To apply please send a cover letter, resume, and references to: linda@salemif.org

OR:

Salem Leadership Foundation attn. Linda Dolar / PO Box 7384 / Salem, OR/97303

SLF at a Glance – Core Beliefs

VISION: WE BELIEVE Salem-Keizer will become the healthiest community in Oregon—truly the City of Shalom.

MISSION: WE ENGAGE *people-of-faith* and *people-of-goodwill* to transform the community, neighborhood by neighborhood

THEORY OF CHANGE: The health and well-being of kids, families, neighborhoods and all of Salem-Keizer significantly increases when churches move from ‘Congregational Cocoons’ to ‘Neighborhood Partners.’

METHODOLOGY:

1. We engage leaders of faith and goodwill.
2. We build the capacity of others.
3. We develop joint initiatives.

CORE VALUES:

We Value City Transformation through Collaboration.

We Value Peace-Making through Bridge-Building.

We Value Hospitality that creates Belonging.

We Value Empowerment of the Vulnerable.

We Value the Church and Faith Community.

We Value Stewardship of our Call and Mission.

LEADERSHIP FOUNDATIONS

SLF is an independent, local (Salem-Keizer) nonprofit with an FTE of 8.00 and an annual budget of \$870,000. It is also a member of the Leadership Foundations network. Leadership Foundations is a faith-based network that drives spiritual and social change in cities throughout the world. Their vision is that cities across the world will be transformed into places of shalom where “Men and women of ripe old age will sit in the streets...each with cane in hand” and where “city streets will be filled with boys and girls playing there.” (Zechariah 8:4-5) For more on Leadership Foundations visit:

www.leadershipfoundations.org

SLF Faith Affirmation

As a prospective (Staff/Board) member of Salem Leadership Foundation (SLF), I understand that it is Christ-centered, faith-based, non-profit ministry, and I desire to express myself in servanthood to my Lord and my Neighbor as the Scriptures prescribe.

I embrace and profess the content and spirit of the traditional Christian Creeds (Apostle's, Nicene, et. Al), as represented by the Apostle's Creed (ancient text) and the song This I believe (contemporary worship), printed below. I also have an ongoing faith walk with my family and my congregation _____, where I both give (time, talent, treasure) and receive (instruction, fellowship, accountability).

Even as I embrace and demonstrate my faith through my work with SLF, I will not discriminate nor hold prejudices against others who hold a different faith, or not faith. Our ministry (partnerships, programs, engagements) is expressed to all in the spirit of Matthew 25:3-46.

_____ (name)

_____ (date)

Apostle's Creed

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic and apostolic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

This I Believe (The Creed)

Our Father Everlasting
The All Creating One
God Almighty
Through Your Holy Spirit
Conceiving Christ the Son
Jesus our Savior

I believe in God our Father
I believe in Christ the Son
I believe in the Holy Spirit
Our God is three in one
I believe in the Resurrection

That we will rise again
For I believe in the name of Jesus

Our Judge and our Defender
Suffered and crucified
Forgiveness in in You
Descended into darkness
You rose in glorious light
Forever seated high

I believe in life eternal
I believe in the virgin birth
I believe in the saints' communion
And in Your holy church
I believe in the Resurrection
When Jesus comes again
For I believe in the name of Jesus

I believe in You
I believe you rose again
I believe that Jesus Christ is Lord

I believe in God our Father
I believe in Christ the Son
I believe in the Holy Spirit
Our God is three in one
I believe in the Resurrection
That we will rise again
For I believe in the name of Jesus.